CARTES
SECURE CONNEXIONS

From 17 to 19 November 2015

Paris Nord Villepinte

Exhibitor's Guide

an event by

comexposium

The place to be

CARTES
SECURE CONNEXIONS

Contacts

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Contacts CARTES Secure Connexions Event

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Technical guide, setting-up and dismantling

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CARTES
SECURE CONNEXIONS

Access conditions - Assembly Opening - Dismantling

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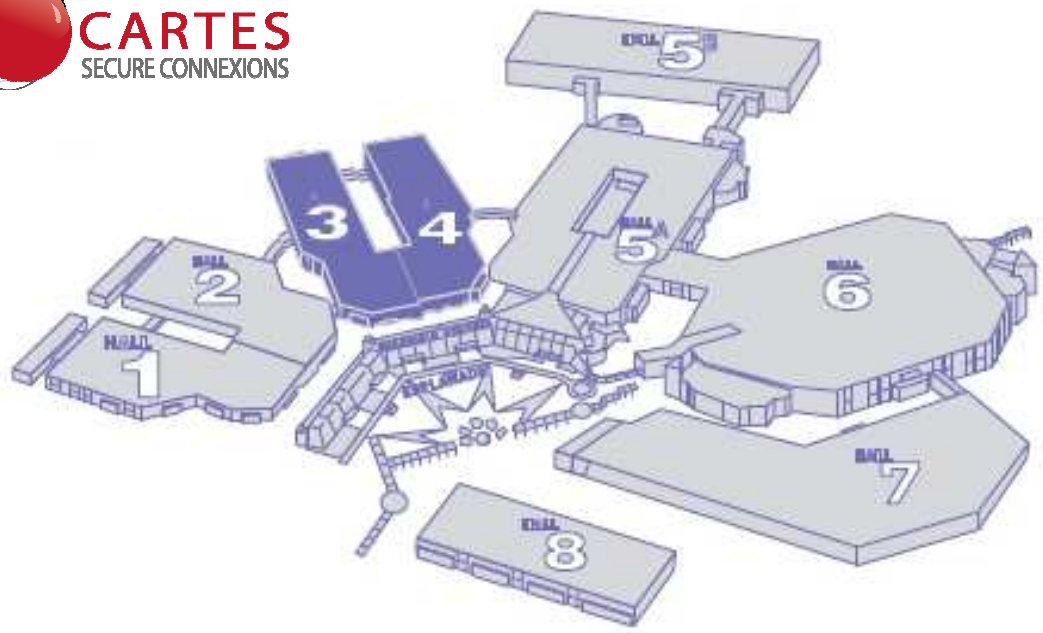
Conditions of access

HINTS : Please give the right address to yours transporters and delivery-man:
Parc des Expositions de Paris Nord Villepinte – Salon CARTES Secure Connexions
Hall n° Stand n° (letter + figure)
ZAC de Paris Nord II – C.D.40 – 93420 VILLEPINTE - France

Parc des Expositions de Paris Nord Villepinte – Hall 3 and Hall 4



Parc des Expositions de Paris Nord Villepinte Access

➲ By RER – Which line to take?

- **RER ligne B, direction Roissy.** 19mn from the Gare du Nord train station. 22 mn from Châtelet station.
- **From Roissy-Charles de Gaulle Airport:**
  RER ligne B, direction Robinson - Saint Rémy les Chevreuse. Get off the train at the first station Parc des Expositions.
- **From Orly Airport:**
  Take OrlyVal up to Antony station, then RER B - direction Roissy-Charles de Gaulle 2 - TGV, and get off at the "Parc des expositions" station
- **Where to alight**
  "Parc des Expositions" station on RER B.

➲ By Road

- **From the north of Paris**
  Take the A1 motorway (Porte de la Chapelle) or A3 motorway (Porte de Bagnolet), then the 104 motorway (direction: Soissons). Then follow the signs to the "Parc des Expositions" entrance.
- **From the south of Paris**
  Take the A86 or A6 motorway towards Paris, followed by the A1 or A3 and then the A104 direction Soissons. Follow signs to "Parc des Expositions". And go to Visitors' or exhibitors area

→ Map out your itinerary on www.mappy.fr

By Taxi

Book your TAXIS G7 transfer for the show

- **Private taxi transfert**

Book your TAXIS G7 trasnfert for the show, between Paris, airports and the Parc des Expositions Paris Nord Villepinte.
Enjoy a VIP service at fixed price from €55 : meet and greet at airports and stations, waiting of driver and top the range vehicles.
Book online 24/7 on www.transfert-villepinte.com or by phone +33(0)1 41 27 66 66

- **Airport transfert in shared taxis**

Share your taxi for Paris / Airports with WeCab by TAXIS G7.
Enjoy the comfort of taxi with a lower price guaranteed, from €15.
Book online 24/7 on www.wecab.com or by phone +33(0)1 41 27 66 77

By Train

- A **TGV station** is located closed from the Exhibtion centre: **CDG 2 TGV**
- Access from **Gare du Nord station** (Thalys / Eurostar) with the RER line B
- Acces from **Gare de Lyon station** with RER A and RER B.

→ For your journey in France, you can ask for SNCF discounts. For more information: services.cartes.com / "Visit, practical info"

By Plane

AIRFRANCE KLM
TRANSPORTEURS OFFICIELS OFFICIAL CARRIERS

- **Roissy Charles de Gaulle (CDG) Airport is 5min from the Exhibiton Centre.**

Take the RER line B or the free shuttles of the show.

Event: **CARTES SECURE CONNEXIONS 2015**

Event ID: **24572AF**

Valid for travel from **12/11/2015** to **24/11/2015**

Event location: **Roissy Cdg Cedex, France**

Attractive discounts on a wide range of airfares on all Air France and KLM flights worldwide**.
Use the website of this event or visit www.airfranceklm-globalmeetings.com to

- **access the preferential fares granted for this event*,**
- **make your booking,**
- **issue your electronic ticket**,**
- **and select your seat*.**

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares.

Should you prefer to process your reservations and ticket-purchase directly with an Air France and KLM sales outlet, you must keep this current document which serves to justify the application of the preferential airfares .

Keep the document to justify the special fares with you as you may be asked for it at any point of your journey.

Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "**miles**" when Air France or KLM flights are used

* *subject to conditions*

** *not available in certain countries*

Air France, French Limited Company with a capital of 126,748,775 Euros
Head Office: 45, rue de Paris, 95747 Roissy CDG cedex, France
Registered on the Trade and Companies register in Bobigny under no. 420 495 178

➲ By free shuttle

CARTES Secure Connexions provides a free shuttle service between Charles de Gaulle Airport (CDG) and the Paris Nord Villepinte Exhibition Centre.

Free shuttles every 30 min from 17th to 19th Nov. 2015

- From 8:30am to 11:30am
- From 3:30pm to 6:30pm

Locations at CDG

- T 2F – In the walkway between the T2F and T2E
- T 2D – Gate 11
- T 2A – Gate 8
- T 1 – Gate 8 – departure level

Stops : 8:30am at T2F, then 8:35am at T2D, then 8:40 at T2A and finally 8:55 at T1.

Traffic and rules for driving in the Parc

- Observance of the highway code,
- Speed limit: 20 km/h,
- No stopping and no parking in traffic lanes,
- No passenger cars will be allowed into the halls,
- Lorries will be allowed access under specific conditions and subject to traffic control.

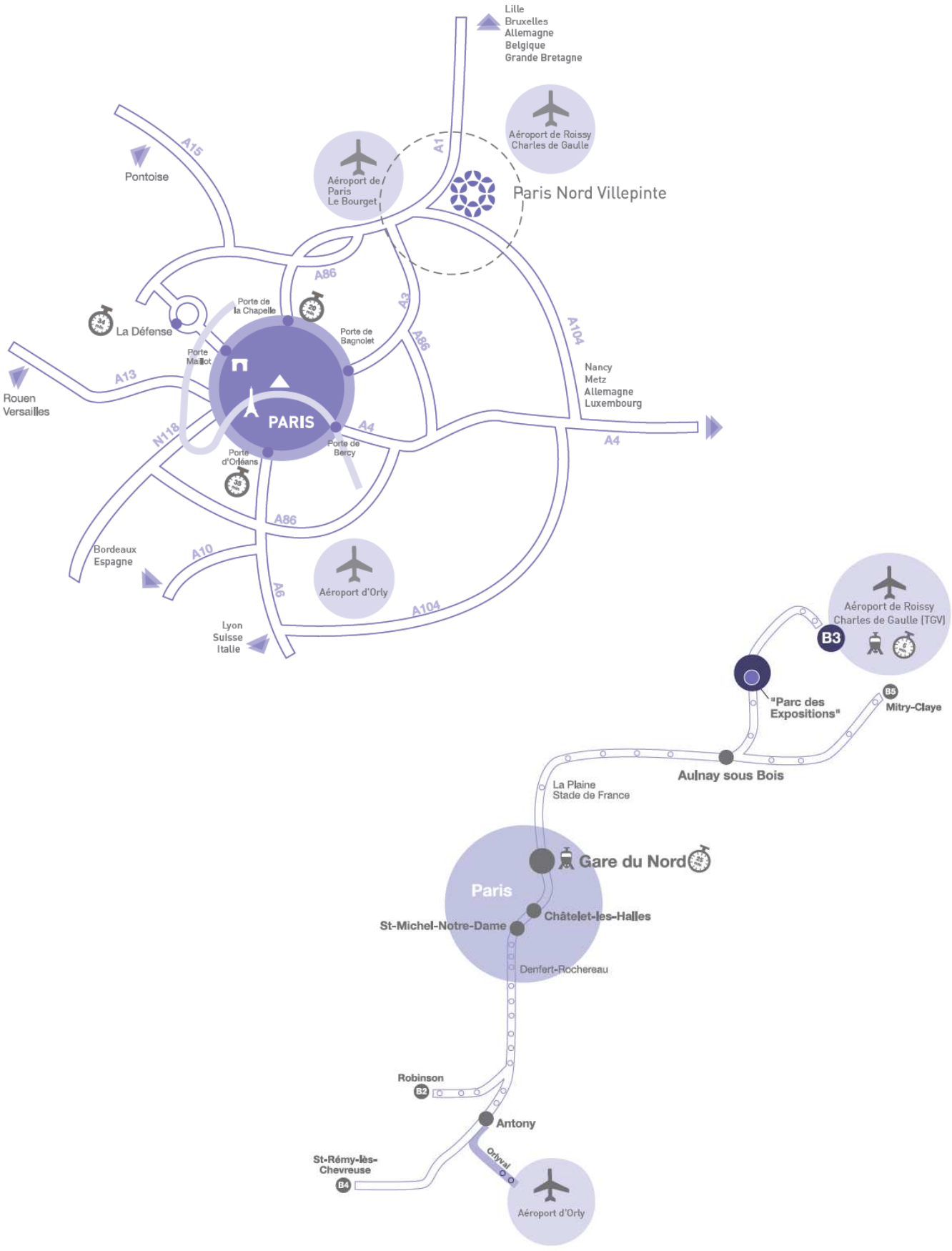
We would appreciate if you would comply with the above provisions and inform your installers, road hauliers and suppliers thereof.

➲ Access, traffic and parking instructions during the exhibition

- Deliveries are authorized from 7:00 am to 9:00 am.
- Parking and storage of any sort are not authorized within the Parc des Expositions de Paris Nord Villepinte.
- Parking is prohibited in the safety zones when the exhibition is open to the public.

All contravening vehicles will be towed away without prior notice at their owners' risk and expense.

CAUTION: We thank you to plan your deliveries because of circulation restrictions in France during weekends. **For more information: www.bison-fute.equipement.gouv.fr**
in the "Media Area" ("Espace Medias" in French, you will find an English version)


Lille
Bruxelles
Allemagne
Belgique
Grande Bretagne
Aéroport de Roissy Charles de Gaulle
Aéroport de Paris Le Bourget
Paris Nord Villepinte
A1
A15
Pontoise
A86
A3
A104
Porte de la Chapelle
Porte de Bagnolet
La Défense
Porte Maillot
A13
Rouen
Versailles
PARIS
A4
Porte de Bercy
Porte d'Orléans
N118
A86
Bordeaux
Espagne
A10
A6
Aéroport d'Orly
Lyon
Suisse
Italie
Nancy
Metz
Allemagne
Luxembourg
Aéroport de Roissy Charles de Gaulle (TGV)
B3
"Parc des Expositions"
B5
Mitry-Claye
Aulnay sous Bois
La Plaine
Stade de France
Gare du Nord
Paris
Châtelet-les-Halles
St-Michel-Notre-Dame
Denfert-Rochereau
Robinson
B2
Antony
Orlyval
St-Rémy-lès-Chevreuse
B4
Aéroport d'Orly

Exhibitors' schedule of hours

ONE-STOP SERVICES PORTAL:
A FACILITY TO IMPROVE SERVICE
Place all your orders, including the services provided by the Parc des Expositions de Paris, in your Exhibitors Area
at services.cartes.com

THE EXHIBITOR SERVICE DESK ON SITE

The whole exhibition team will be gathered in the same place: **the Exhibition Management Office on the Hall 3.**

➲ Exhibition opening hours and Conferences opening hours

Dates	Exhibition opening hours	Conferences opening hours
Tuesday 17 November	9.30 am – 6.00 pm	9.00 am – 5.00 pm
Wenesday 18 November	9.30 am – 6.00 pm	9.00 am – 5.00 pm
Thursday 19 November	9.30 am – 5.00 pm	9.00 am – 5.00 pm

➲ Working hours (set up – dismantling – power supply)

	Dates	Exhibitors hours	Power supply hours
SET UP			
Bare Stand	Friday 13 November **Only after asking for a setting-up permission to David ROCHE** david.roche@comexposium.com	2.00 pm – 8.00 pm	---
	Saturday 14 November	8.00 am – 8.00 pm	---
	Sunday 15 November	8.00 am – 8.00 pm	8.00 am – 8.00 pm
Bare Stand, Basic, Integral, Integral XL, Integral Digital & Premium	Monday 16 November	8.00 am – 10.00 pm	8.00 am – 10.00 pm
OPENING	Tuesday 17 November	8.00 am – 7.30 pm	8.00 am – 7.30 pm
	Wenesday 18 November	8.30 am – 7.30 pm	8.00 am – 7.30 pm
	Thursday 19 November	8.30 am – 5.30 pm	8.00 am – 7.00 pm
DISMANTLING	Thursday 20 November	5.30 pm – 12.00 pm	---
	Friday 21 November	8.00 am – 3.00 pm	---

Advice
To get power supply outside these hours, don't forget to order 24-hour power supply.

Installation - Dismantling

Set up

- During installation and dismantling, exhibitor's car park are free.
- **No cars will be allowed inside the halls.**
- **Lorries traffic** will be controlled.
- Empty packing materials must be **removed immediately and stored by the exhibitors or their freight carriers.**
- **Storage space on stands must not be used to keep packing materials** or any other goods that could constitute a fire hazard.
- Setting up must be completed by the time the **Safety Commission** makes its inspection. The person in charge of your stand must be present at this time. Date and time will be announced later.
- **No motor vehicles will be allowed into the halls on Monday the 16th November 2015** (unless special dispensation is granted by the organizer).
- To enter the exhibition Halls during installation and dismantling, **all personnel must wear personal safety equipment**, in particular safety shoes. Otherwise, access to the exhibition will be refused.
- For safety reasons, work in the halls is forbidden outside the specified hours on **Working hours**.

Stand security

- The Exhibition Management of CARTES Secure Connexions ensures the general security of the exhibition in the best conditions, but cannot provide for the individual guarding of stands. This is an obligation to provide means, and not to achieve results.
- Exhibitors who intend to have their stands specifically guarded (this is strongly advised) should inform the Organizer and give the names of the persons who will be present on the stand, and the name of the security company.
- The exhibitor is responsible for his stand and must take all necessary measures to protect his equipment and remove it in the evening when the exhibition closes, if he does not provide for special guarding.
- Stand storerooms are not secured premises.

There are important risks of theft during the set-up and dismantling periods:

Keep all equipment and items likely to be stolen out of sight (e.g. plasma screens, computers, personal effects).

To be on the safe side, it is strongly recommended that you watch closely over your stand and ensure that someone is always present until dismantling is completed.
This presence is your only safeguard against theft.

Dismantling

- We recommend you to inform your forwarding agents; freight carriers and contractors that goods removal shall be completed at the dates and times specified in the exhibitor's entry / exit schedule.
- **All fitted stands will be dismantled on Thursday 19th November.** Exhibitors are therefore kindly requested to remove their goods and personal effects on the evening when the exhibition closes, i.e. on Thursday 19th November between 5.30 m and 8.00 pm.
- **Motor driven appliances** are not allowed in the exhibition area **before 8.00 p.m.**
- Handlers will start to deliver **empty packing** materials stored at your request on your stand on the **19th November from 8.00 p.m. at the earliest**.
- **All equipments and decorations must be removed from the halls on November 20th, for 3.00 p.m. at the latest.** The goods and equipments not requiring dismantling, and which are not removed within the given delays, will be stored by the organiser at the exhibitor's expense. On the other hand, the organiser reserves the right to destroy, at

the exhibitor's expense, the stand and decor structures of whatever type which have not been dismantled by the exhibitor within the given delays. No claim will be accepted in this respect.

Stands cleaning – Waste removal

This service is included in the rental price for stands. It consists of daily stand cleaning every morning before opening.

➲ The cleaning of the stand includes:

- Removal of the protective film from the carpet,
- Emptying the waste paper baskets,
- Vacuum-cleaning of the floor,
- Furniture dusting.

➲ The service does not include:

- Cleaning of exhibitor's material and decorative item,
- Disposition of small waste bins,
- Used fluids mandatory reclaiming.

➲ During installation and dismantling period:

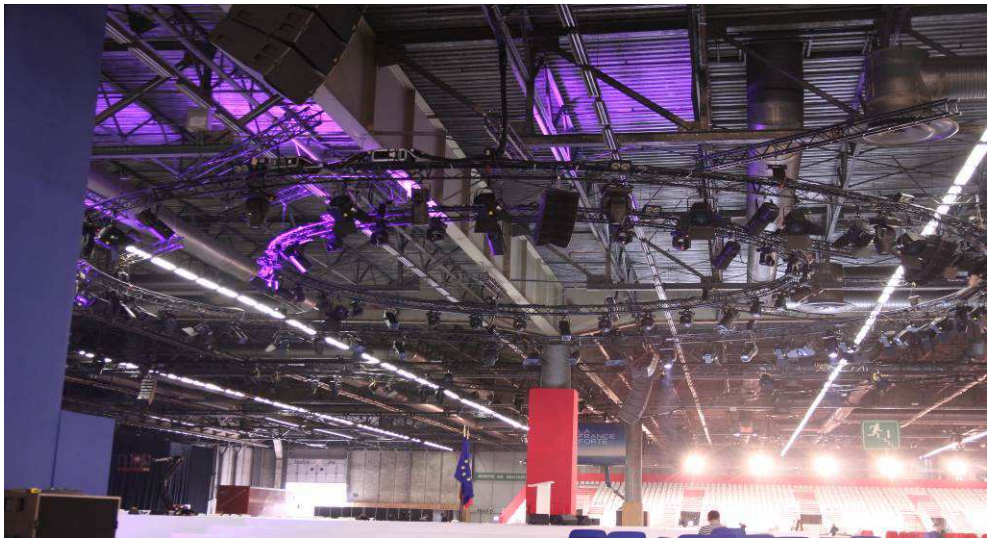
- Cleaning provider will be present at the General Commissioner's Office located in Hall 3.
- To rent small waste bins, please order it on your Exhibitor's Area services.cartes.com

All materials and decorative items must be removed by the end of dismantling period.
If this is not the case, all installations and decorative structures will be removed and disposed of by organizer **at the expense, risk and peril of the exhibitor**. This operation will be invoiced to the exhibitor.

Hint :
If you choose to hire a decorator outside your company, make sure the quote includes many references to "installation", "deposits" and abductions waste, otherwise let them add.

Electrical cabling, stage lighting, lighting kits and assembly assistance

- **COMEXPOSIUM and their partner VERSANT will assist you**
- From setting up to lighting up, VERSANT offers a comprehensive service that assists you in the practicalities of assembling your space.
- Its varied inventory of staging options will surely meet your needs.
- From the smallest to the most elaborate project, VERSANT is there to assist you every step of the way, providing advice, technical research, and assistance in choosing your structures and lighting.



Your contact VERSANT

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Tel. +33 1.48.63.32.51
E-mail: comex@alpinistes.com

CARTES
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Setting up of your stand

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comexposium
The place to be

If you have booked a Bare stand

Equipment provided for bare stands:

- Ground marking of your surface, without partitions walls,
- Daily cleaning of your stand, during opening exhibition only,
- General guarding of the exhibition.

> **Remaind: Security and Health Protection**
> Please sign and validate The Safety, Hygiene, and Health Protection Form in your Exhibition Area
> **services.cartes.com**

The steps of your preparation

➲ 1st step: your stand location

CARTES Secure Connexions will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to prepare your booth installation with a decorator and you will receive your key codes to access at the Exhibitor's Area.

> Our advice
> **Facilitate stand setup:** book a "fitted stand" package in our Exhibitions Area on **services.cartes.com** or contact the sales team to know about our **custom-built stand** service.

➲ 2nd step: technical stand fitting services (electricity supply, rigging slings, telephone, parking)

- Find all the services available in your Exhibitor's Area, «My Store»

➲ 3rd step: stand approval

- It is mandatory to send your stand drawings to the CARTES Secure Connexions decoration regulator by the **9th of October 2015:**

DECO PLUS
1, rue Paul Delaroche
75116 PARIS - FRANCE
Tel: +33 (0)1 47 63 94 84 - Fax: +33 (0)1 43 80 59 63
Email: w.decoplus@free.fr

- To know the decoration rules, please have a look to the **Decoration Regulation** in your Exhibitor's Area.

➲ 4th step: assembling your stand at the exhibition

Please consult the «Exhibitor's Schedule of Hours».

During the set up, the suppliers will be at the Exhibitor's Office located together with the General Commissioner's Office on the ground floor in Hall 3.

Security and Health Protection

MANDATORY

The Safety, Hygiene and Health Protection document
(PPSPS: Specific Safety and Health Risk Prevention Plan)

- To enter the exhibition halls, all personnel must have a CARTES Secure Connexions 2015 access badge (Exhibitor Badge - Service Provider Badge) and must wear personal safety equipment, in particular safety shoes. Should this not be the case, access to the exhibition halls will be refused.
- The Safety, Hygiene, and Health Protection Form must be signed and returned to Cabinet D.Ö.T. and distributed to all your suppliers and subcontractors **by 9th october 2015.**
- Access to exhibition halls will not be allowed without approval of this document.

Additional services

CARTES Secure Connexions offers you a complete range of services that will allow you to better organize your stand and make the most of your participation in the exhibition.

➲ Additional services that must be ordered before the set up:

- Carpet (colours of carpet and other additional services on your Exhibitors area services.cartes.com)
- A wooden floor, partitions storage unit, separating partition, lights
- Furniture, plants and flowers,
- Audiovisual, Coffee machine…

- **Additional services must be ordered at the earliest opportunity,** and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.
- Additional services ordered during the construction stage will be supplied subject to available stock.

➲ **Other services:** accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor's Area.

➲ Cleaning / Waste removal

This service is included in the rental price for stands. It consists of daily stand cleaning every morning before opening.

➲ **The cleaning of the stand includes:**

- Removal of the protective film from the carpet,
- Emptying the waste paper baskets,
- Vacuum-cleaning of the floor,
- Furniture dusting.

➲ **The service does not include:**

- Cleaning of exhibitor's material and decorative item,
- Disposition of small waste bins,
- Used fluids madatory reclaiming.

➲ **During installation and dismantling period:**

- Cleaning provider will be present at the Exhibitor's Office located in Hall 3.

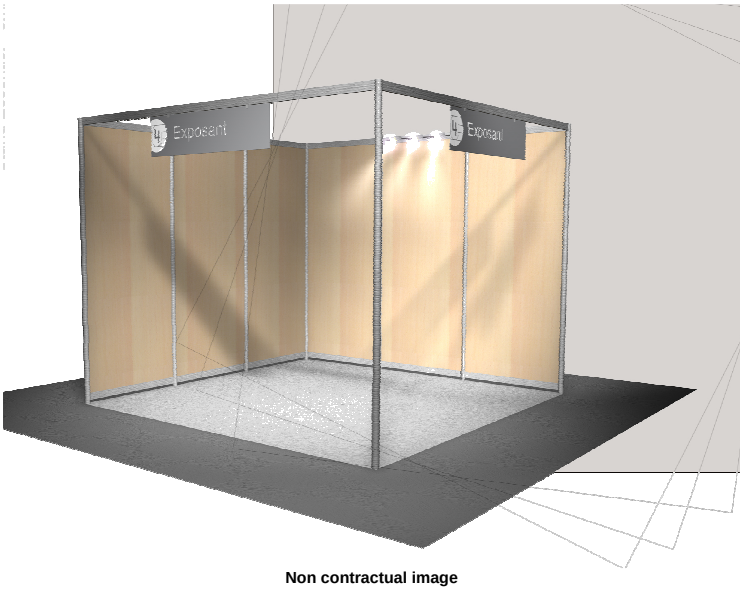
To rent small waste bins, please order it on your Exhibitor's Area services.cartes.com

All materials and decorative items must be removed by the end of dismantling period.

If this is not the case, all installations and decorative structures will be removed and disposed of by organizer **at the expense, risk and peril of the exhibitor**. This operation will be invoiced to the exhibitor.

If you have booked a fitted stand Basic (from 9 sq.m.)

Reservation deadline: 9th October 2015



Non contractual image

Included services

- **Carpet :** Grey colour
- **Melamine-coated partitions:** in «bouleau» tone with a titanium aluminium frame.

Dimensions of the partitions panels

- Width: 0,94 m
- Height: 2,26 m
- Thickness: 7 mm
- Overall height of partition panels: 2,40 m

- **Stand sign** with company name and stand number.
- **Spotlight:** 1 of 100 W per 3 sq.m (you have to order your electricity supply)

Attention: Electricity supply is not included. Please, order it in your Exhibitor's Area **services.cartes.com**

- **Daily cleaning of your stand including:**

  - Removal of the protective film from the carpet,
  - Emptying the waste paper baskets,
  - Vacuum-cleaning of the floor,
  - Furniture dusting

The steps of your preparation

➲ 1st step: your stand location

CARTES Secure Connexions will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to complete your booth installation with additional services and you will receive your key codes to access at the Exhibitor's Area.

➲ 2nd step: validating your sign name

Your sign resume the Applicant Company Name registered in your Application Form. If you wish to modify it, you can complete the Basic Equipment stand sign on services.cartes.com

➲ 3rd step: Security and Health Protection

You must validate the Safety Notice by connecting to the Exhibitor's Area on services.cartes.com

➲ 4th step: Technical stand fitting services (electricity supply, telephone, parking) and additional services:

Additional services that must be ordered before the set up:

- Partitions storage unit (different sizes on your Exhibitors area services.cartes.com)
- Additional fixtures,
- Furniture, plants and flowers,
- Audiovisual, Office, Coffee machine…

Additional services must be ordered at the earliest opportunity,

- and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.
- Additional services ordered during the construction stage will be supplied subject to available stock.

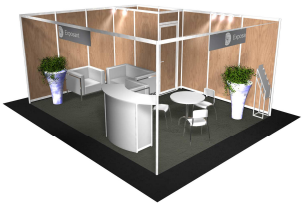
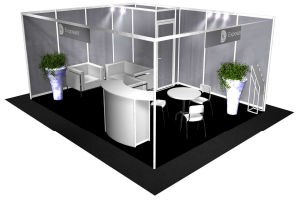
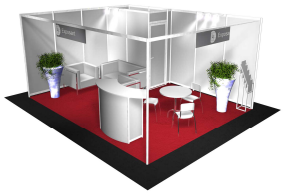
Other services:

Accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor's Area.

➲ 5th step: stand delivery beginning on Monday, November 16th, 2015 at 8 a.m.

If you have booked a fitted stand Integral (less than 16 sq.m.)

Non contractual images

Reservation deadline: 9th October 2015

You will be contacted by our CARTES Secure Connexions 2015 equipped stand adviser to validate the colours harmonies as well as the text of your sign

Included services

- **3 choices of colours harmonies**

Carpet	Melamine-coated partitions	Aluminium Frame
1st Harmonie		
Grey	Birchwood	White
2nd Harmonie		
Black	Titanium	White
3rd Harmonie		
Red	White	White

- **Melamine-coated partitions** with a white or titanium aluminium frame.

Dimensions of the partitions panels:

- Width: 0,94 m
- Height: 2,26 m
- Thickness: 7 mm
- Overall height of partition panels: 2,40 m

- **Stand sign** with company name and stand number.
- **Spotlight:** 1 of 100 W per 3 sq.m
- **Intermittent electricity supply: 3kW with a 3 socket unit:** (it will be positionned in the storage unit)
- **Locked storage room of 1 sq. m.**
- **Furniture deposit of 290 € excl. VAT** to reserve on your Exhibitor's Area services.cartes.com
- **Flower arranging:** 1 ficus delivered on your stand (no choice possible)

- **Daily cleaning of your stand** including:
  - Removal of the protective film from the carpet,
  - Emptying the waste paper baskets,
  - Vacuum-cleaning of the floor,
  - Furniture dusting.
- **Coffee machine with 150 doses of coffee**
- **Refrigerator of 140 L with a kit including drinks:**
  - 5 bottles of orange juice (1L)
  - 2 bottles of grapefruit (1L)
  - 4 bottles of Coca-cola (1,5L)
  - 2 bottles of Perrier (1L)
  - 6 bottles of mineral water (1,5L)
  - 200 plastic cups (20cl)

The steps of your preparation

1st step: your stand location

CARTES Secure Connexions will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to complete your booth installation with additional services and you will receive your key codes to access at the Exhibitor's Area.

2nd step: validating the equipment included in your fitted stand

You will be contacted by our CARTES Secure Connexions 2015 equipped stand adviser to validate the colours harmoniesas well as the text of your sign.

3rd step: choice and reservation of your furniture

You must reserve your furniture by connecting to the Exhibitor's Area on services.cartes.com, "My Store"

4th step: Security and Health Protection

You must validate the Safety Notice by connecting to the Exhibitor's Area on services.cartes.com

5th step: Technical stand fitting services (increase of electricity power, telephone, parking) and additional services:

Additional services that must be ordered before the set up:

- Furniture, plants and flowers,
- Audiovisual, Coffee machine…

Additional services must be ordered at the earliest opportunity,

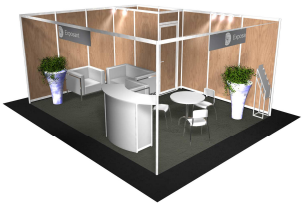
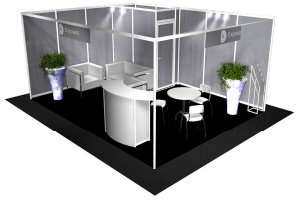
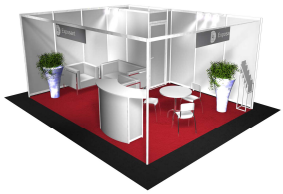
- and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.
- Additional services ordered during the construction stage will be supplied subject to available stock.

Other services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor's Area.

6th step: stand delivery beginning on Monday, November 16th, 2015 at 8 a.m.

If you have booked a fitted stand Integral XL (from 16 sq.m.)

Non contractual images

Reservation deadline: 9th October 2015

You will be contacted by our CARTES Secure Connexions 2015 equipped stand adviser to validate the colours harmonies as well as the text of your sign

Included services

➲ **3 choices of colours harmonies**

Carpet	Melamine-coated partitions	Aluminium Frame
1st Harmonie		
Grey	Birchwood	White
2nd Harmonie		
Black	Titanium	White
3rd Harmonie		
Red	White	White

➲ **Melamine-coated partitions** with a white or titanium aluminium frame.

Dimensions of the partitions panels:

- Width: 0,94 m
- Height: 2,26 m
- Thickness: 7 mm
- Overall height of partition panels: 2,40 m

➲ **Stand sign** with company name and stand number.

➲ **Spotlight:** 1 of 100 W per 3 sq.m

➲ **Intermittent electricity supply with a 3 socket unit** (it will be positionned in the storage unit)

- Stands > 16 sq.m. and < 50 sq.m: **3 kW**
- Stands ≥ 50 sq.m: **4kW**

➲ **Locked storage room of 2 sq. m.**

➲ **Furniture deposit** to reserve on your Exhibitor's Area services.cartes.com

- Stands > 16 sq.m. and < 25 sq.m: **380 € excl. VAT**
- Stands from 25 sq.m. to 49 sq.m: **470 € excl. VAT**
- Stands ≥ 50 sq.m: **790 € excl. VAT**

➲

- **Flower arranging:** delivered on your stand (no choice possible)
  - Stands > 16 sq.m. and < 50 sq.m: **2 Kentias**
  - Stands ≥ 50 sq.m: **3 Kentias**
- **Daily cleaning of your stand** including:
  - Removal of the protective film from the carpet,
  - Emptying the waste paper baskets,
  - Vacuum-cleaning of the floor,
  - Furniture dusting.
- **Coffee machine with 150 doses of coffee**
- **Refrigerator of 140 L with a kit including drinks:**
  - 5 bottles of orange juice (1L)
  - 2 bottles of grapefruit (1L)
  - 4 bottles of Coca-cola (1,5L)
  - 2 bottles of Perrier (1L)
  - 6 bottles of mineral water (1,5L)
  - 200 plastic cups (20cl)

The steps of your preparation

1st step: your stand location

CARTES Secure Connexions will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to complete your booth installation with additional services and you will receive your key codes to access at the Exhibitor's Area.

2nd step: validating the equipment included in your fitted stand

You will be contacted by our CARTES Secure Connexions 2015 equipped stand adviser to validate the colours harmoniesas well as the text of your sign.

3rd step: choice and reservation of your furniture

You must reserve your furniture by connecting to the Exhibitor's Area on services.cartes.com, "My Store"

4th step: Security and Health Protection

You must validate the Safety Notice by connecting to the Exhibitor's Area on services.cartes.com

5th step: Technical stand fitting services (increase of electricity power, telephone, parking) and additional services:

Additional services that must be ordered before the set up:

- Furniture, plants and flowers,
- Audiovisual, Coffee machine…

Additional services must be ordered at the earliest opportunity, and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

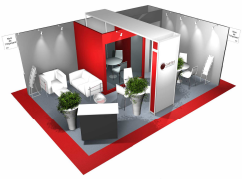
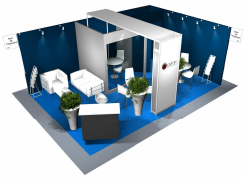
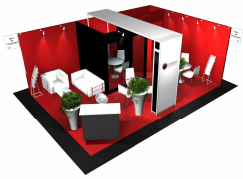
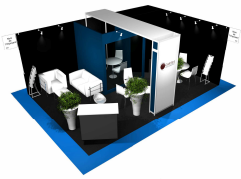
Additional services ordered during the construction stage will be supplied subject to available stock.

Other services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor's Area.

6th step: stand delivery beginning on Monday, November 16th, 2015 at 8 a.m.

If you have booked a fitted stand Premium (from 20 sq.m.)

Non contractual images

Reservation deadline: 9th October 2015

You will be contacted by our CARTES Secure Connexions 2015 equipped stand adviser to validate the colours harmonies as well as the text of your sign

Included services

- **4 choices of colours harmonies**

Carpet	Carpet print	Melamined-coated partitions	Aluminium Frame
1st Harmonie			
Grey	Red	Titanium	Red
2nd Harmonie			
Blue	Grey	Blue	Titanium
3rd Harmonie			
Red	Black	Red	Black
4rd Harmonie			
Black	Blue	Black	Blue

- **Partitions :** covered with brushed cotton, 2.50m high
- **Arch in octonorm aluminium frame. Awning of the same colour of the carpet and case with the logo and company name.**
- **Office :** Lockable with glass partitions and electrical outlet.
  - Stands from 20sq.m to 49sq.m : 4 sq.m
  - Stands ≥ 50sq.m : 6 sq.m
- **Lockable storage room :**
  - Stands from 20sq.m to 49sq.m : 2 sq.m
  - Stands ≥ 50sq.m : 4 sq.m
- **Spotlight:** 1 of 100 W per 3 sq.m.
- **Stand sign : - Digital printing of your logo or artwork on backlit PVC panel (L940 mm x H 2400 mm)**
  - 2 signs with your company name and booth number

- **Intermittent electricity supply: 4kW with a 3 socket unit**
  (it will be positionned in the storage unit)
- **Furniture deposit** to reserve on your Exhibitor's Area services.cartes.com
  - Stands from 20 sq.m. to 49 sq.m: **560 € excl. VAT**
  - Stands ≥ 50 sq.m: **790 € excl. VAT**
- **Flower arranging:** delivered on your stand (no choice possible)
  - Stands from 25 sq.m. to 49 sq.m: **3 Kentias**
  - Stands ≥ 50 sq.m: **4 Kentias**
- **Daily cleaning of your stand** including:
  - Removal of the protective film from the carpet,
  - Emptying the waste paper baskets,
  - Vacuum-cleaning of the floor,
  - Furniture dusting.
- **Coffee machine with 300 doses of coffee**
- **Refrigerator of 140 L with a kit including drinks:**
  - 5 bottles of orange juice (1L)
  - 2 bottles of grapefruit (1L)
  - 4 bottles of Coca-cola (1,5L)
  - 2 bottles of Perrier (1L)
  - 6 bottles of mineral water (1,5L)
  - 200 plastic cups (20cl)
  - 6 bottles of Champagne

The steps of your preparation

1st step: your stand location

CARTES Secure Connexions will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to complete your booth installation with additional services and you will receive your key codes to access at the Exhibitor's Area.

2nd step: validating the equipment included in your fitted stand

You will be contacted by our CARTES Secure Connexions 2015 equipped stand adviser to validate the colours harmoniesas well as the text of your sign.

3rd step: choice and reservation of your furniture

You must reserve your furniture by connecting to the Exhibitor's Area on services.cartes.com, "My Store"

4th step: Security and Health Protection

You must validate the Safety Notice by connecting to the Exhibitor's Area on services.cartes.com

5th step: Technical stand fitting services (increase of electricity power, telephone, parking) and additional services:

Additional services that must be ordered before the set up:

- Furniture, plants and flowers,
- Audiovisual, Coffee machine…

Additional services must be ordered at the earliest opportunity, and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

Additional services ordered during the construction stage will be supplied subject to available stock.

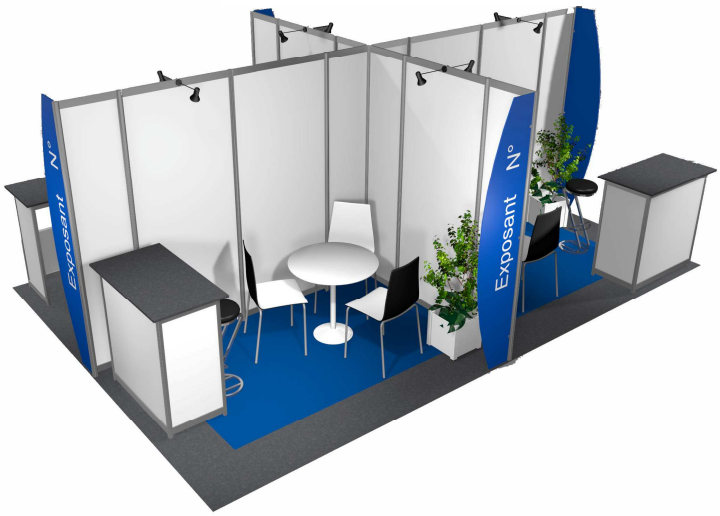
Other services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor's Area.

6th step: stand delivery beginning on Monday, November 16th, 2015 at 8 a.m.

If you have booked a fitted “First time exhibitor” Pavilion stand (6 sq.m turnkey unit)

Reservation deadline: 9th October 2015



Non contractual images

Included services

- **A 6 sq.m. turnkey unit in the « First time exhibitor» Pavilion of CARTES Secure Connexions**
- **Carpet :** Blue colour with grey marking.
- **Melamine-coated partitions** in «white» tone with a white aluminium frame.
  Dimensions of the partitions panels
  - Width: 0,94 m
  - Height: 2,26 m
  - Thickness: 7 mm
  - Overall height of partition panels: 2,40 m
- **Stand sign** with company name and stand number.
- **Spotlight:** 2 spots of 100 W plugged to the common switch box.

Attention: Intermittent electricity supply is common to all the stands composing the “First time exhibitor” Pavilion. You have a power socket which allows you to connect a computer or to reload your mobile phone.

- **Furniture:** delivered on your stand (no choice possible)
  - 1 black welcome counter + 1 stool,
  - 1 table + 3 black chairs,
  - 1 wastebasket
- **Flower arranging:** delivered on your stand (no choice possible): **1 Ficus**
- **Daily cleaning of your stand** including:
  - Removal of the protective film from the carpet,

- Emptying the waste paper baskets,
- Vacuum-cleaning of the floor,
- Furniture dusting

The steps of your preparation

➲ 1st step: your stand location

CARTES Secure Connexions will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to complete your booth installation with additional services and you will receive your key codes to access at the Exhibitor’s Area.

➲ 2nd step: validating your sign name

Your sign resume the Applicant Company Name registered in your Application Form.

➲ 3rd step: Security and Health Protection

You must validate the Safety Notice by connecting to the Exhibitor’s Area on services.cartes.com

➲ 4th step: Technical stand fitting services (electricity supply, telephone, parking) and additional services:

Additional services that must be ordered before the set up:

- Furniture,
- Audiovisual, Coffee machine…

Additional services must be ordered at the earliest opportunity, and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

Additional services ordered during the construction stage will be supplied subject to available stock.

Other services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor’s Area.

➲ 5th step: stand delivery beginning on Monday, November 16th, 2015 at 8 a.m

If you have booked a fitted "Advanced payment" Pavilion stand (6 sq.m turnkey unit)

Reservation deadline: 9th October 2015

Non contractual image

Included services

- **A 6 sq.m. turnkey unit in the « Advanced » Pavilion of CARTES Secure Connexions**
- **Carpet :** Green colour with grey marking
- **Melamine-coated partitions** in «white» tone with a white aluminium frame.
  Dimensions of the partitions panels
  - Width: 0,94 m
  - Height: 2,26 m
  - Thickness: 7 mm
  - Overall height of partition panels: 2,40 m
- **Stand sign** with company name and stand number.
- **Spotlight:** 2 spots of 100 W plugged to the common switch box.

Attention: Intermittent electricity supply is common to all the stands composing the "Advanced Payment " Pavilion. You have a power socket which allows you to connect a computer or to reload your mobile phone.

- **Furniture:** delivered on your stand (no choice possible)
  - 1 black welcome counter + 1 stool,
  - 1 table + 3 black chairs,
  - 1 wastebasket
- **Flower arranging:** delivered on your stand (no choice possible): **1 Ficus**
- **Daily cleaning of your stand** including:
  - Removal of the protective film from the carpet,
  - Emptying the waste paper baskets,

- Vacuum-cleaning of the floor,
- Furniture dusting

The steps of your preparation

➲ 1st step: your stand location

CARTES will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to complete your booth installation with additional services and you will receive your key codes to access at the Exhibitor's Area.

➲ 2nd step: validating your sign name

Your sign resume the Applicant Company Name registered in your Application Form.

➲ 3rd step: Security and Health Protection

You must validate the Safety Notice by connecting to the Exhibitor's Area on services.cartes.com

➲ 4th step: Technical stand fitting services (electricity supply, telephone, parking) and additional services:

Additional services that must be ordered before the set up:

- Furniture,
- Audiovisual, Coffee machine…

Additional services must be ordered at the earliest opportunity, and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

Additional services ordered during the construction stage will be supplied subject to available stock.

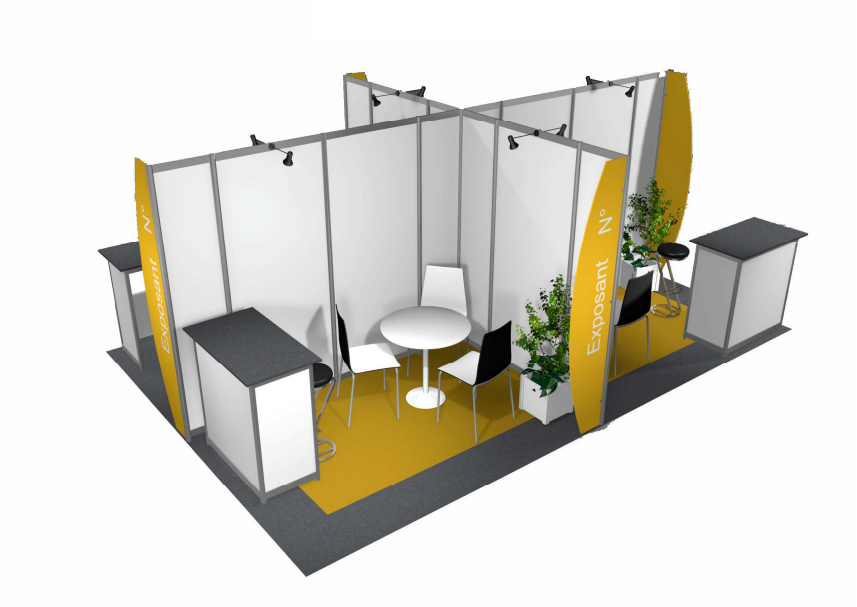
Other services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor's Area.

➲ 5th step: stand delivery beginning on Monday, November 16th, 2015 at 8 a.m

If you have booked a fitted "Biometric" Pavilion stand (6 sq.m turnkey unit)

Reservation deadline: 9th October 2015



Non contractual image

Included services

- **A 6 sq.m. turnkey unit in the « Biometric » Pavilion of CARTES Secure Connexions**
- **Carpet :** Yellow colour with grey marking
- **Melamine-coated partitions** in «white» tone with a white aluminium frame.
  Dimensions of the partitions panels
  - Width: 0,94 m
  - Height: 2,26 m
  - Thickness: 7 mm
  - Overall height of partition panels: 2,40 m
- **Stand sign** with company name and stand number.
- **Spotlight:** 2 spots of 100 W plugged to the common switch box.

Attention: Intermittent electricity supply is common to all the stands composing the "Biometric" Pavilion. You have a power socket which allows you to connect a computer or to reload your mobile phone.

- **Furniture:** delivered on your stand (no choice possible)
  - 1 black welcome counter + 1 stool,
  - 1 table + 3 black chairs,
  - 1 wastebasket

- **Flower arranging:** delivered on your stand (no choice possible): **1 Ficus**
- **Daily cleaning of your stand** including:
  - Removal of the protective film from the carpet,
  - Emptying the waste paper baskets,
  - Vacuum-cleaning of the floor,
  - Furniture dusting

The steps of your preparation

1st step: your stand location

CARTES Secure Connexions will send you by email a booth plan for acceptance of your stand location. After your agreement, this plan will help you to complete your booth installation with additional services and you will receive your key codes to access at the Exhibitor's Area.

2nd step: validating your sign name

Your sign resume the Applicant Company Name registered in your Application Form.

3rd step: Security and Health Protection

You must validate the Safety Notice by connecting to the Exhibitor's Area on services.cartes.com

4th step: Technical stand fitting services (electricity supply, telephone, parking) and additional services:

Additional services that must be ordered before the set up:

- Furniture,
- Audiovisual, Coffee machine…

Additional services must be ordered at the earliest opportunity, and before the start of the exhibition, to ensure optimal service in terms of the products used, colour choices, availability and timely delivery for the exhibition.

Additional services ordered during the construction stage will be supplied subject to available stock.

Other services: accommodation, stand security, hostesses, catering, carriers and movers…

Have a look to **the suppliers list**, in your Exhibitor's Area.

5th step: stand delivery beginning on Monday, November 16th, 2015 at 8 a.m

CARTES
SECURE CONNEXIONS

Services

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The place to be

Services

- Exhibitor's Welcome
- Activities at stand
- Stand Design
- Insurance
- Badges
- Customs
- Inventory of your stand site
- Security Services
- Accommodation
- Hostess
- Hygiene and health protection
- Badge readers
- Foreigers'right to work in France
- Handling
- Technical services
- VAT refund
- Exhibitor restaurant service
- Cleaning and Waste removal
- Meeting rooms
- Booth surveillance

Exhibitor's welcome

The onsite Exhibitor's Office is located on the ground floor in Hall 3. It is open every day from November 13th, 2015 from 8 a.m. to 8 p.m. and until 10:00 p.m. on Monday, November 13th, 2015.

Activities at stand

The CARTES Secure Connexions trade show has established standards to prevent problems during the trade show and ensure optimal visitor comfort. Exhibitors are free to conduct promotional activities subject to compliance with the provisions below in accordance with exhibitor scheduled hours.

➲ **Non-authorised activities:**

- distributing or placing prospectuses in the aisles, at the exhibition entrance, on the esplanade, and near the train station,
- promotional activities in the aisles (with robots, hostesses, sandwich boards, etc.)

Stand design

CARTES Secure Connexions 2015 design regulations cover standards for presenting and fitting-out stands. These norms also include all current safety regulations applicable to shows, fairs and exhibitions.

➲ **Your stand layout application**

All stand projects must be submitted by October 9th, 2015 at the latest to the CARTES Secure Connexions Architecture Service:

DECOPLUS
1 rue Paul Delaroche
75116 Paris – France
Tel: + 33 (0)1 47 63 94 84
Fax: +33 (0)1 43 80 59 63
Email: w.decoplus@free.fr

Accompanied by the following items:

- your stand layout application,
- the Safety, Hygiene and Health Protection document.

Additional insurance

From the CARTES Secure Connexions trade show, the exhibitors can purchase insurance specifically for plasma screens firmly attached or wired to the structure of the booth. This guarantee will be in effect from the morning the show opens to the public (from 9:30 a.m. on 17/11/2015) until the evening of the public closing (5:00 p.m. on 19/11/2015). The premium will be 4.00%, tax included, of the value of the equipment, with a guaranteed minimum of €250 per screen.

- For the regulations regarding your insurance during the trade show and/or to order additional insurance, see the **Insurance Regulations.**

➲ Claims

No claim can be covered if it has not been declared to the Commissioner General of CARTES Secure Connexions within

- 2 business days, in the case of theft,
- 5 business days for other damages.

It is imperative that each claim declaration include the date, the circumstances of the claim, and the approximate amount of the damages, and it must be accompanied by the original copy of the police report, in the case of theft.

Thefts not covered by CARTES Secure Connexions but insured independently by the exhibitor must be reported to the police within the period required by the police station in the city of Villepinte or in the exhibitor's city of origin (if in Metropolitan France):

Commissariat de Villepinte
1/3 Rue Jean FOURGEAUD
93420 VILLEPINTE
Tel: 17 or +33(0)1 49 63 46 10

Badges

To enter the Exhibition Halls, all personnel must have a CARTES Secure Connexions 2015 access badge (Exhibitor Badge - Service Provider Badge) and must wear (during installation and dismantling periods) personal safety equipment, in particular safety shoes. Otherwise, access to the Exhibition halls will be refused.

The Exhibitor's badge allows access to the Parc des Expositions during setup, opening, and take-down according to the hours listed on the exhibitors' time schedule.

➲ Badges will be sent after:

- full payment to Comexposium of the balance due for your stand rental,
- reception of the signed Security, Hygiene and Health Protection Form by D.Ö.T. (81, rue de Paris 92100 Boulogne – France)
- And (If you booked a bare stand) your stand layout application by CARTES architecture service (DECOPLUS – 1, rue Paul Delaroche - 75016 Paris – France - E-mail: w.decoplus@free.fr).

➲ To order additional badges, please consult your Exhibitor's Area on services.cartes.com

Assembly and Dismantling badges are delivered at the Exhibition hall gates by Organizer's Security services.

Those badges allow access to the exhibition hall during the assembly and dismantling periods only. They are not valid during the exhibition opening period, from Tuesday November 17th to Thursday November 19th at 5:00 pm.

Badges must be worn at all times.

Customs

Customs service

French Customs - Bus terminal and Regional Customs Clearance Centre
87 avenue du Bois de la Pie – BP 50108
95950 Roissy - Charles de Gaulle Cedex - FRANCE
Tel: +33 (0)1 48 63 26 15 – Fax: +33 (0)1 48 63 25 73

- Economic Regimes office
- Indirect Contributions office
- Open: Every day except Saturday and Sunday
- Times: 9:00 am to 5:00 pm.

Customs clearance for goods originating in non-EU Member States

During the CARTES Secure Connexions trade show, the Parc des Expositions de Paris-Nord Villepinte site falls under the temporary admission regime under surveillance by customs.

Temporary admission begins on the day the materials arrive within the exhibition hall and end thirty days after the exhibition closes.

Imported goods must be cleared by the Customs Service before being placed on the Exhibitor's stand.

Ordinary law standard regime

Merchandise arrival :

Merchandise must be presented to the Customs Office, under cover of one of the following documents:

a) TIR Carnet (international carriage of goods by road)

For vehicles arriving directly from abroad, where such merchandise was verified and sealed by the originating country's customs service.

N.B.: Transporters travelling under cover of a TIR Carnet taking on various merchandise including only a portion destined to an event, must take all steps to ensure that the Paris Expositions office is the last unloading station. Consequently, when arriving at the office, TIR vehicles must contain only merchandise destined for exhibition at the event.

No waivers shall be granted.

b) Declaration for Transit

Made in a land, sea, or airport border office when the merchandise entered.

c) Waybill

d) Transit Document

Items to be provided with a, b, c and d documents:

- Truck waybill (only with TIR Carnet): Number 3
- Detailed content of each package (gross and net weight) established by the shipper: Number 5
- Pro forma invoice in French indicating unit values: Number 6
- Descriptive leaflets for machines: Number 2

➲ Temporary admission status :

(Third-party country merchandise)

Under no circumstances shall the documents listed above replace a temporary admission declaration.

Upon arrival at the Exhibition Customs Office, merchandise must be immediately declared for temporary admission through a customs shipping agent

After registration, verification and sealing of the goods, the documents concerned authorise their transport:

Only after accomplishing these formalities may they be directed towards the exhibitor's stand.

During the event, the merchandise must be presented on the stand for any Customs inquiries.

➲ Outgoing goods :

At the end of the event, no foreign merchandise may leave the Exhibition without first submitting one of the various declarations listed below through a shipping agent to the Customs Office, which after recording, verification, and sealing the merchandise, covers their transportation:

a) For re-exportation:

The following documents must be presented for the exit visa: EX 3 and T1 declarations.

b) For transit:

To a customs warehouse where the merchandise is to be placed under customs surveillance: TI declaration.

c) For temporary admission of goods for purposes of testing and experimentation, as the case may be:

EU4 or IM4 declarations, as the case may be.

Foreign merchandise benefiting from a temporary admission grace period to remain on continental French territory for consumption in Embassies must be declared to Customs to pay applicable taxes and fees.

Only the aforementioned documents enable the Customs Service to clear temporary admission status. In cases of non-clearance (partial or total) of temporary admission, legal steps may be taken against the exhibitors or shipping agents guilty of removing merchandise under customs.

The ATA carnet system for exhibitions

(Except for foodstuffs)

ATA Carnet, even reported at Community borders must be presented to Parc des Expositions Customs It can be used for goods to be exhibited or used at an Exhibition.

This international document has the advantage of being used instead of national documents.

Indeed, transit transportation from the border office to the relevant office may be performed under cover of an ATA Carnet transit certificate.

Upon arrival at their destination, the Customs Service clears the transit certificate and accepts the goods under an entry certificate.

At the end of the event, re-export of the goods abroad is covered by a second transit certificate. So it is necessary to undertake the usual warehouse entry and re-exportation declarations, but to be validly used on French Customs territory, the ATA Carnet must include:

- 1 import certificate,
- 1 re-export certificate,
- 2 transit certificates for re-export (1 stays with the Exhibition office, 1 serves as an accompanying document).

Note that the re-exportation deadline is set, in principle, one month after the event closes, without exceeding the Carnet's expiration. This deadline will be specified by the Customs Service on the entry certificate and its counterfoil.

Moreover, leaving the goods behind is not strictly excluded since goods sold for the domestic market may, after being declared on form COM5, IM4, or EU4 and after being presented to customs, be released to the market under the same conditions as if they were covered by national documents.

Inventory of your stand site

Once disassembly has been completed and the stand site freed of any component items (waste, debris) CARTES will provide, upon request from the exhibitor or its decorator to the General Commissioner's office, **a stand release certificate**. This certificate releases the exhibitor from all responsibility in the event of damage to the area or services hired after their departure.

Such certification must be performed by Friday 19 November 2015, at 2.00 p.m. at the latest.

Security services

Choosing the right security service provider for your stand is important to guarantee service quality appropriate to your needs. CARTES Secure Connexions provides a custom offer in your Exhibitor's Area on services.cartes.com

IMPORTANT
if there is an inspection by Employment Services, the chosen firm must be capable of presenting employment contracts and social security contribution certificates. Remeber to ask your supplier for these documents, as **your responsibility is engaged.**

Accommodation

Get special rates for your reservation of hotel rooms for the whole exhibition period with the central hotel booking office B Network.

➲ **For on line reservations:**

https://www.cartes.b-network.com/index.aspx

➲ **For more information:**

15 Rue Taitbout / 75009 Paris / France

T. +33 (0)1 48 01 47 47

laura.pacchioni@b-network.com

Hostess

Welcoming current and potential customers to your stand, guiding you around the Paris-Nord Villepinte exhibition centre, providing constant contact with on-site organisational staff to meet your every need... CARTES Secure Connexions provides you with a full range of services: hostesses, catering, handlers, etc.

Consult the list of official suppliers in your Exhibitor Area on services.cartes.com

Hygiene and health protection

➲ **The Hygiene and Health Protection document (PPSPS: Specific Safety and Health Risk Prevention Plan)**

- To enter the Exhibition Halls, all personnel must have a CARTES access badge (Exhibitor Badge - Service Provider Badge) and must wear personal safety equipment (during installation and dismantling periods), in particular safety shoes. Otherwise, access to the Exhibition halls will be refused.
- The Safety, Hygiene and Health Protection Form, available in the Exhibitor Area, must be printed, signed, and returned to Cabinet D.Ö.T. and communicated to all your suppliers and subcontractors **before 26 September 2014.**
- **Access to the exhibition halls will not be authorised without a valid document.**

Badge readers

All visitors to the exhibition have their own name badge enabling you to access the following information: company, address, name, post, department, business sector.

You can rent a badge reader which allows you to collect data. Once connected to a computer, the reader will allow you to easily compile a database which can subsequently be incorporated into your sales data.

To order your badge reader: services.cartes.com

Foreigners'Right to Work in France

➲ **The regulations regarding foreigners' right to work in France requires reporting those people working on your stand to the URSSAF** [Social Security Contribution Collection Office]. This applies in the case below, for which a statement should be completed and returned **before October 9th, 2015** to the indicated address:

- Affidavit if you use a service provider working in France and domiciled or residing abroad
- Secondment Statement (a service provider using foreign labour in France)
- Work Permit for a secondment lasting less than three months for foreign employees.

These forms are available in PDF format in your Exhibitor area in the section "Practical infos", "Rules and general condition of sales".

Handling

Handling companies are available in the exhibition centre. You will be charged for this service.

Consultancy
In order to facilitate your set up and take down operation, reserve your handler now.

Technical services (electricity, water, parking, slings, telephone, internet...)

Place all your orders, including services fir the Parc des Expositions de Paris Nord Villepinte in your Exhibitors Area at services.cartes.com

VAT refund

For information and procedures regarding a VAT refund, exhibitors may contact our fiscal representative directly:

TEVEA International
29 – 31 rue St Augustin - 75002 PARIS – France
Email: mail@tevea.com

TEVEA International is specialized in VAT refund requests and will take charge of your request until the refund is paid.

TEVEA International, in cooperation with the CARTES Secure Connexions trade show, offers a simplified, reassuring, and quick procedure for your company. To take advantage of this simplification, fill-out, sign and return to TEVA International the form available on the Exhibitor Area on services.cartes.com

➲ **Important:**

Only original invoices are accepted by tax authorities for VAT refunds, keep them carefully. If they are lost, no VAT will be refundable.

No copies, duplicates, or certified copies are accepted by the French tax authorities.

In addition, the organizer is prohibited from creating a second original of the invoice.

➲ **Foreign Service Providers Working for Exhibitors:**

Stand builders, equipment hire firms, decorators, etc are not eligible for this procedure. The services they provide in France are subject to French VAT.

Foreign service providers must invoice their customers including French VAT and pay the VAT received via a French tax representative to the French tax authorities, with deductions for VAT charged on purchases.

Exhibitor restaurant service

The CARTES Secure Connexions 2015 trade show has developed with the Parc des Expositions de Paris Nord Villepinte restaurants a renewed and enriched restaurant offer to fulfil the expectations of visitors and exhibitors:

- New brands have come to the Parc:
  Hippopotamus, Oliviers & Co, Lecointre Paris, Fauchon, Manhattan Hotdog…
- Take-away offers are growing and offer a wider variety of products: sushis, vegetarian options, organic food, Mediterranean menus, club sandwiches…

For deliveries to stands, consult the 2 suppliers:

- HORETO : +33 (0)1 48 63 33 45 – info@horeto.com
- ELIOR : +33 (0)1 48 63 32 00 – laurent.sarlin@elior.com

Exhibitors can call on either the Center's caterers or on other caterers certified by the Centre.

The agreements are given by the Centre for the duration of the trade fair or for special events. Catering activity is subject to the payment to the Centre of a proportional fee amounting to 8% of total turnover excluding taxes.

List for certified caterers or agreement requests on demand, calling:

Tel: +33 (0)1 48 63 30 68

Fax: +33 (0)1 48 63 31 49

Cleaning and waste removal

Exhibitors and decorators shall be responsible for waste management from setting up and taking down the stand. Exhibitors must make every effort to ensure these operations are carried out.

Failing this, and in the event of any damage occurring as a result, a penalty fine for waste will be imposed on the exhibitor:

➲ **Sum of the penalty:**

- Surface area for booths < 20 sq.m: 1 500 € excl. VAT
- Surface area for booths between 20 and 50 sq.m: 3 500 € excl. VAT
- Surface area for booths between 50 and 100 sq.m: 5 000 € excl. VAT
- Surface area for booths between 100 and 300 sq.m: 7 000 € excl. VAT
- Surface area for booths > 300 sq.m: 10 000 € excl. VAT

IMPORTANT
To avoid any dispute regarding cleanup on your stand area, a certificate of discharge may be delivered upon request by the exhibitor from the General Commissioner's office by Friday, November 20, 2015 at 2.00 p.m. at the latest.

Meeting rooms

You may reserve meeting rooms during the trade show.

If you want to receive a room rental proposal, please contact your sales manager calling the following telephone number : +33 (0)1 76 77 13 00.

Booth surveillance

The exhibition organisers will take care of general exhibition surveillance. However, despite our efforts, problems cannot be ruled out completely. Exhibitors planning to have their stands individually guarded are asked to inform the organiser of the names of the people woh will be present and the name of the security guard agency.

There is a high risk of theft during the setting up and removal periods.

The exhibitor is liable for these operations of his own stand, and should take the necessary steps to protect his equipment and remove it from the closing night onwards if no surveillance is planned.

CARTES
SECURE CONNEXIONS

Regulations

an event by
comexposium
The place to be

Standard terms and conditions of exhibition floor space letting and stand equipment

1. ADHESION TO STANDARD TERMS AND CONDITIONS OF EXHIBITION FLOOR SPACE LETTING AND STAND EQUIPMENT

The present standard terms and conditions (hereinafter referred to as the "Terms and Conditions") shall apply to all those exhibitors (hereinafter referred to as the "Exhibitors") who make a request for admission to the CARTES – Secure Connexions 2015 exhibition (hereinafter referred to as the "Exhibition") organised by COMEXPOSIUM – Public company with a share capital of 60 000 000 euros, 70 avenue du Général de Gaulle, 92058 Paris La Défense cedex, registered in the Nanterre Trade and Company Registry under number 316 780 519 (hereinafter referred to as the "Organiser") at the exhibition centre of Paris Nord Villepinte (hereinafter referred to as the "Site").

When applying to reserve a stand, the Exhibitor undertakes to read the Terms and Conditions, the Exhibitor's Guide, the Standard Regulations for Commercial Events and, where available, any specific Regulations of the Exhibition.

The Exhibitor shall be deemed to have accepted the Terms and Conditions as well as any other documents to which they refer, and the Exhibitor thereby agrees to waive reliance upon any alternative and/or contradictory documentation, in particular its own standard terms and conditions of purchase, upon admission to the Exhibition. Any reservations or modifications made by the Exhibitor in whatsoever manner to the Terms and Conditions or any other documents to which they refer shall be deemed null and void.

Furthermore, it is expressly agreed that under no circumstances shall admission to the Exhibition oblige the Organiser to admit the Exhibitor to any future Exhibitions or any other events organised by the COMEXPOSIUM group to which the Organiser belongs and shall not confer upon the Exhibitor any booking rights or priorities in respect thereof.

2. ADMISSION

All Exhibition stand reservation applications shall be subject to an initial review by the Organiser, which shall be the only party duly authorised to validate the reservation application. During this initial review, the following matters (this list is intended to be indicative and not exhaustive) shall be taken into account:

- the creditworthiness of the applicant,
- the compatibility of the applicant's activities with the nomenclature of the Exhibition,
- the match between the products or services offered by the applicant and the positioning of the Exhibition,
- the neutrality of message that the applicant could deliver at the Exhibition. All proselytising and/or militarism that could interfere with the smooth running of the Exhibition is strictly prohibited.
- Any stand reservation applications received from Exhibitors that are a debtor of, and/or party to, any dispute or litigation with the Organiser or a company within the COMEXPOSIUM group shall be refused.

Except in the event where the Organiser, within one month of receipt in writing of an Exhibitor's stand reservation application, rejects an Exhibitor's application and refuses admission, submission of a signed application form shall be deemed to be final and irrevocable and shall oblige the Exhibitor to pay in full all amounts due in respect of its participation as Exhibitor and/or its request for an equipped stand.

In the event that an Exhibitor submits a stand reservation application online via the Exhibition website, the Exhibitor shall be fully and irrevocably liable for payment in full of all amounts due in respect of its participation as Exhibitor and/or its request for an equipped stand upon receipt of written confirmation of participation in the relevant Exhibition, which (except where an application is refused) shall be sent by email by the Organiser within one (1) month of the online validation of the stand reservation application.

The Organiser reserves the right to accept or reject stand reservation applications at its discretion and the Organiser shall not be held liable for any damage or interest in respect thereof.

The Organiser reserves the right to reject any stand reservation applications received or validated online after the application deadline has passed (the postmark shall serve as proof of date for stand reservation application forms sent by post). After this date has passed, the Organiser shall not guarantee the availability of any equipped stands.

3. METHODS OF INVOICING

All prices indicated on the Organiser's documentation or on the Exhibition website are expressed in euros exclusive of taxes. In accordance with legislative and regulatory requirements the prices shall be increased at the point of sale to include the addition of Value Added Tax at the rate applicable at that time.

4. METHODS OF PAYMENT

Payment of amounts due under the Terms and Conditions or any other agreement entered into shall be made as they fall due and in the following manner:

- the first instalment: shall be paid at the time that the registration application form is sent by post or submitted and validated online, by cheque or direct funds transfer or, in the event that the reservation application is submitted online, by debit card. In the event that the Organiser should refuse the application, it is hereby expressly agreed that applicant shall be reimbursed for this amount.
- outstanding participation fee: shall be paid no later than fifteen (15) days after the date of issue of the balancing invoice, by cheque or direct funds transfer. No discounts are available for early payment or payments on account.

All registrations made within thirty (30) days of the start of the Exhibition shall be accompanied by payment in full of the Exhibition participation fees and/or the costs of any equipped stands requested.

All requests for an equipped stand submitted after registration shall be payable in full at the time of request.

All amounts should be made payable to the Organiser and must be in euros.

5. SECURE PAYMENT AND PROOF OF TRANSACTION IN THE EVENT OF AN ONLINE APPLICATION

The Exhibition website uses a secure payments system and the Organiser has adopted the ATOS SSL encryption procedure, which encodes and protects confidential information.

Unless proven otherwise, data recorded by the Organiser shall constitute proof of all dealings between the Organiser and the Exhibitor.

Data recorded by the payment system shall constitute proof of any financial transactions.

6. LATE PAYMENT OR FAILURE TO PAY

Any amounts that remain outstanding upon expiry of the payment date set out on the invoice, whether or not that date is the same as that which is set out on the registration form or in the summary of the online reservation application, shall give rise to the application of late payment interest rates equal to three times the statutory interest rate in effect and starting from the day following the payment date set out on the invoice.

In the event of non-compliance with the payment deadlines set out in clause 4 “Methods of Payment” above, a flat-rate indemnity of €40 in respect of recovery fees shall be required by the Organiser in addition to any late payment penalties referred to above. It is hereby expressly agreed that this flat-rate indemnity shall not

preclude any other fees incurred by the Organiser in recovering unpaid invoices.

Stands shall only be made available to Exhibitors once full payment has been made.

Once a stand has been allocated to an Exhibitor, the balance must be paid on or before the date indicated on the invoice.

In the event that the balance remains outstanding after the payment date, the Organiser reserves the right to make the allocated space available to another applicant and/or to prohibit the Exhibitor from occupying that space; that notwithstanding, the Exhibitor shall remain liable to pay the outstanding balance to the Organiser.

7. V.A.T.

Exhibitors from outside France have the option to obtain a V.A.T. refund as follows:

For countries that are members of the European Union:

- Submit the refund request via the appropriate online State portal where the Exhibitor is registered in accordance with the provisions of Directive 2008/9/CE of 12 February 2006. In France, this is the fiscal portal at www.impot.gouv.fr.
- A digital copy of the original invoices for all sums over €1,000 must be attached and submitted with the online refund request.
- The refund request must be submitted on or before 30 September of the calendar year that follows the refund period.

For countries outside the European Union:

The Exhibitors concerned must without fail appoint a tax representative in France to carry out this and any other tax formalities.

8. WITHDRAWAL

The Exhibitor shall notify the Organiser in writing of any cancellation.

In the event that the Exhibitor partially (by reducing the surface of its stand area) or fully cancels its participation in the Exhibition and/or its request for an equipped stand, on any date and for whatsoever reason, the Exhibitor shall nonetheless remain liable for the payment of all outstanding amounts due in respect of its participation and/or stand. Furthermore, any amounts already paid in respect of rent for a stand area and/or a request for an equipped stand, shall be retained by the Organiser and the Exhibitor shall remain liable for the payment of any outstanding amounts, which shall fall due forthwith irrespective of the dates set out on any invoice or registration form, whether or not the reserved stand is allocated to another Exhibitor.

Moreover, the Exhibitor shall pay compensation to the Organiser of an amount equivalent to 15% of its order in respect of its attendance at the Exhibition and/or its request for an equipped stand.

It is hereby expressly agreed that in the event that an Exhibitor has not occupied their allocated stand area twenty-four (24) hours before the opening of the Exhibition, the Exhibitor shall be deemed to have cancelled its participation in the Exhibition and the aforementioned provisions shall apply.

9. INSURANCE

a) Automatic insurance

The Organiser recommends that the Exhibitors subscribe to the insurance policy for the Exhibitors underwritten by COMEXPOSIUM ASSURANCES. This insurance policy includes cover for damage to any property belonging to an Exhibitor that subscribes to the policy through the registration form. The cover limits are set out in the insurance regulations attached to the registration form and are subject to any changes that may be made to the terms and conditions of the policy.

By subscribing to the insurance policy as set out in the attached insurance regulations, the Exhibitor shall adhere to the insurance agreement underwritten by COMEXPOSIUM ASSURANCES.

b) Additional insurance

Upon request made to the Organiser, the Exhibitor may -

a) In respect of damage to goods/property: subscribe to additional coverage for amounts beyond that offered by the principal policy, in return for the payment of a premium that shall be calculated according to the amount of the extra coverage,

b) For plasma screens: subscribe to a specific policy.

c) The automatic insurance policy does not include cover for the Exhibitor's civil liabilities and the Exhibitor shall be responsible for taking out and meeting the costs of an adequate policy. Therefore the Exhibitor hereby expressly acknowledges that it has subscribed to an insurance policy with an insurer that covers its third party liabilities and the liability of any person directly or indirectly participating in its activities and/or those of its company in respect of any physical injury and material and non-material loss or damage caused to others and arising directly as a consequence of the Exhibitor's participation and/or that of its company, in the Exhibition (including during the periods when the stands are being assembled and disassembled).

d) Waivers

All Exhibitors, by virtue of their participation in the Exhibition, are deemed to have waived all their rights and those of their insurers to take action against the Organiser, the company managing the site where the event shall take place, and their respective insurance companies, for any damage whatsoever caused either directly or indirectly to its goods and/or property or the goods and/or property of its employees.

Other than in the event of a malicious act, it is hereby expressly stipulated that on the basis of reciprocity, the company managing the site where the event shall be held, the Organiser, and their respective insurance companies, waive all recourse against the Exhibitor and its insurer for any damage caused to their goods/property/materials for which the Exhibitor would otherwise be liable.

10. ALLOCATION OF STANDS

The Organiser shall draw up an Exhibition floor plan and shall allocate stand areas as applications are received and taking into account the different sectors of the event. The Organiser shall use their best endeavours to take into account the wishes of the Exhibitors and the nature of the products exhibited. So as to be able to do this, and taking into account the inherent constraints imposed in the placement of Exhibitors, the Organiser reserves the right to modify the surface area requested by the Exhibitor, up to a maximum of 20%, and to modify the corresponding invoice accordingly. Such modifications shall not give rise to any right for the Exhibitor to cancel its participation in the Exhibition. It is hereby expressly agreed that the Organiser shall have exclusive discretion to determine the allocation of stand areas.

Participation by an Exhibitor in any previous events shall not confer upon the Exhibitor the right to be allocated any particular stand area(s).

Any complaints made by an Exhibitor in respect of the allocation of stand areas should be addressed in writing to the Organiser no later than seven (7) days from receipt of the Exhibition floor plan. Any such complaints must be supported by documentation that clearly sets out the serious nature of, and/or the reasons for, the complaint.

Where the Exhibitor complies with the provisions set out in the present clause, the Organiser shall use its best endeavours to meet a request to change an allocated stand area.

Where the Exhibitor has not referred back to the Organiser upon expiration of the seven (7) day period starting from receipt of the floor plan, it shall be deemed to have accepted the stand area allocated to it.

Under no circumstances whatsoever shall the Organiser be held liable for any consequences arising from the placement of a stand area allocated to an Exhibitor.

11. SUBLETTING/SHARED EXHIBITING

Exhibitors may not provide any advertising services of any nature on any media for a company that is not itself an Exhibitor. Furthermore, the Exhibitor is prohibited from assigning or subletting any stand or part of any stand area that it has been allocated without prior written agreement from the Organiser. Where the Organiser agrees to the subletting by the Exhibitor of all or part of an allocated stand area, the Exhibitor shall pay the requisite registration fees for each of the companies present at the allocated stand area. The Exhibitor undertakes to ensure that any sub-lessee of its stand area shall comply with the Terms and Conditions. The Exhibitor hereby acknowledges that it shall be liable for any breach of the Terms and Conditions committed by any sub-lessee of its stand area. Moreover the Exhibitor hereby indemnifies the Organiser against any action, claim, charge, judgment and/or miscellaneous disbursements that may arise as a consequence of the presence of any company at its allocated stand area and/or their participation in the Exhibition.

12. STANDS

Information regarding the installation and removal of stands is available in the Exhibitor's Guide.

a) Stand layout and decoration

- The presentation of products shall only be permitted inside the stand area and in a manner that does not encroach upon the pathways and so as not to interfere under any circumstances with neighbouring stands. In the event that the Exhibitor breaches the provisions of the present sub-clause the Organiser may remove the Exhibitor's products and/or materials and the Exhibitor shall bear any costs arising therefrom.

The Exhibitor shall create an ambiance that properly reflects the products it is exhibiting and shall pay particular attention to the general decoration of its stand(s).

All materials and products shall be displayed in an aesthetically pleasing manner.

The use of stalls is strictly prohibited. Merchandise shall be kept in a storeroom.

The Exhibitor shall comply with the maximum height regulations for the stands and brand signs as set by the Organiser (refer to the Exhibitor's Guide for further details). No decoration on any stand shall exceed the height limits set out in the aforementioned regulations without the prior written agreement of the Organiser. Any breach of the provisions of the present sub-clause may result in the immediate disassembly of the Exhibitor's stand and the Exhibitor in breach shall bear any costs arising therefrom. Where the Exhibitor is allocated an island stand, it shall not construct supplementary partitions without obtaining prior written agreement from the Organiser.

The Exhibitor shall, within the timeframe set out by the Organiser, submit a draft layout of materials and equipment to the Organiser for approval.

Exhibitors are hereby expressly reminded that they must obtain approval from the Organiser, or a service provider duly appointed by the Organiser, for their layout plan.

b) Stand use - compliance with applicable laws and regulations

The Exhibitor undertakes to comply with any laws and regulations applicable to the carrying out of the activity(ies) and/or provision of the service(s) that it wishes to develop within the scope of its participation in the Exhibition. To this end, the Exhibitor undertakes to make any obligatory declaration(s) and to obtain any necessary approval and/or authorisation(s) (and in particular, in the event that it sells or gives away drinks to be consumed on the premises) and all in a manner such that under no circumstances shall the Organiser have cause to be concerned.

Furthermore, the Exhibitor undertakes not to cause any discomfort (noise, odour etc.) to neighbouring Exhibitors and not to interfere with or negatively impact the organisation of the Exhibition.

c) Degradations

Except where stated otherwise, the stand area and any materials that shall be made available to the Exhibitor shall be deemed to be in good condition.

The rented stand and/or any materials provided as part of the layout and/or decoration of the stand shall be returned to the Organiser in good working order. The repair of any degradations caused to the building or land let to the Exhibitor and identified when the stand space is returned to the Organiser shall be invoiced directly to the Exhibitor.

13. PERMITTED PRODUCTS, BRANDS AND SERVICES

The Exhibitor is prohibited from exhibiting at its stand any products, brands or services other than those set out on its registration form or its online stand reservation application and which are accepted by the Organiser.

Moreover, the Exhibitor hereby declares and warrants that it holds all rights relating to the products and/or services exhibited, or in the alternative case, that is has been authorised by the rights' holder(s) to exhibit the products, brands or services at its stand.

The Exhibitor hereby warrants that the products and/or services it exhibits comply with any applicable safety standards in force and hereby accepts full liability for any defects of the aforementioned products and/or services, such that under no circumstances shall any party be able to impart any liability to the Organiser in relation to the aforementioned products and/or services.

14. INTERNET SERVICES

The Exhibitor shall be exclusively liable for the contents of any information supplied by it for the purposes of publication on the Exhibition website, and in particular for information related to its products and/or services and the characteristics, performance and prices etc. thereof.

The Exhibitor hereby warrants that the aforementioned information is lawful and in particular that it complies with any applicable regulations in force relating to the name, the description, the offer, the presentation, the user manual and the description of the scope and terms and conditions of any guarantee for any goods, products or services that may be published online and generally, that any information complies with any publicity and/or consumer protection laws in force.

The Exhibitor shall be exclusively liable for the publication of all texts, logos, illustrations, photographs and pictures, products and brands and only the Exhibitor shall hold any reproduction rights in relation thereto.

The Exhibitor hereby agrees to indemnify the Organiser against any voluntary or judicial proceedings brought by any third party.

15. ILLICIT TICKET TOUTING

The act of offering for sale or showing with the intention to sell or transfer or supplying with the intention to sell or transfer any Exhibition access passes (entry passes, invitations, tickets etc.) in a public or private place or on the Internet, without the authorisation of the Organiser, is a criminal offence punishable by questioning and arrest by the police and a fine of €15,000. In the event that such an offence is repeated, the fine is increased to €30,000.

16. INVITATION CARDS

The copying or re-sale of invitation cards is strictly prohibited and shall be subject to prosecution and/or other sanctions.

Furthermore, in the event that any fraudulent use of an invitation card is brought to its attention, the Organiser reserves the right to withdraw the invitation.

17. DEMONSTRATIONS AND OTHER EVENTS

a) Demonstrations

Demonstrations may only be held at the Exhibition for those products that require a specific technical explanation. Furthermore, such demonstrations may only take place where the Organiser has given a special prior written authorisation. Demonstrations on a raised podium are strictly prohibited. Demonstrations carried out using a microphone, or which harangue or solicit in whatsoever manner, are strictly prohibited. Any full or partial closure of an Exhibitor's stand during normal opening hours to the public and, in particular, during any

demonstration, is strictly prohibited without express prior written authorisation from the Organiser.

b) Other events

All attractions, shows or animations taking place within an Exhibitor's stand area must be authorised in advance by the Organiser. To this end, the Exhibitor shall provide to the Organiser specific details of any such project (such as the materials and sound sources intended to be used, the type of animation intended to be put on/displayed etc).

In any event, the power of any loud speakers intended to be used may not exceed 30 decibels (dB) and they shall be turned inwards towards the interior of the stand and angled towards the floor. The sound level shall not exceed 85 decibels (dB).

c) Under no circumstances shall any demonstration or event take place in a manner so as to interfere with the neighbouring Exhibitor(s) or the general movement around the Exhibition and, more generally, with the proper carrying out of the Exhibition. In the event that there is a breach of the provisions of the present sub-cause, the Organiser reserves the right to revoke any authorisation for the relevant demonstration or event forthwith and without further notice.

18. ADVERTISING

All advertising using sound or lighting must comply with the regulations concerning the decoration of the Exhibition and shall be subject to the prior written agreement of the Organiser. Any such agreement shall be conditional upon the advertising not interfering with any neighbouring Exhibitor(s) or the general movement around the Exhibition and, more generally, with the proper carrying out of the Exhibition. In the event that there is a breach of the present sub-cause, the Organiser reserves the right to revoke any authorisation for the relevant demonstration or event forthwith and without further notice.

Distribution in the Exhibition pathways and within the entrance hall of the Exhibition, of brochures, flyers, vouchers or other printed matter intended to encourage Exhibition visitors to go to the Exhibitor's stand, is strictly prohibited. Only those brochures, flyers, vouchers or other printed material that are displayed and offered within the interior of the Exhibitor's stand are authorised.

Any documentation given to any visitor to an Exhibitor's stand, such as a business card or order form, shall bear the brand or trade mark or the company name of the Exhibitor as set out on its registration form.

19. SALES METHODS/UNFAIR COMPETITION

The Exhibitor is hereby reminded that the French Consumers Code [*le Code de la Consommation*] expressly prohibits sales at a premium (article L 121-35 of the Consumers Code), sales at loss (article L 442-2 of the Consumers Code), pyramid selling (article L 122-6 of the Consumers Code) and related sales transactions (article L 122-1 of the Consumers Code) as well as false sales.

Any sale by auction shall comply with the applicable legislation in force (law number 2000-642 of 10 July 2000 relating to the regulation of voluntary sales of chattels by public auction).

The exhibitor undertakes to remind visitors that any purchases made at the Exhibition, other than those subject to a consumer credit agreement (article L311-12 of the Consumers Code) and those arising from a personal invitation to come to a stand to receive a gift, shall not benefit from the right to cancel the purchase.

The Exhibitor is hereby expressly prohibited, for the entire period of the Exhibition, from engaging in acts of unfair competition such as conducting surveys and distributing advertising items outside its stand area, where such surveys or distribution give rise to the diversion of visitors to the Exhibition in favour of the Exhibitor.

The Exhibitor is obliged to ensure that any agreements it enters into with visitors to the Exhibition are executed in good faith.

20. COUNTERFEIT ITEMS

The Exhibitor shall personally undertake to ensure the protection of any intellectual/industrial property rights related to the materials, products, services and brands exhibited in accordance with any applicable legislation or regulatory provisions in force, and the Organiser shall not be held liable for any failure on behalf of the Exhibitor to comply with the provisions of the present clause, in particular in the event of any action brought by another Exhibitor or a visitor to the Exhibition.

In the event that a competent court finds that the Exhibitor has breached the provisions of the present clause, the Organiser reserves the right to oblige the Exhibitor to comply with any stipulations made in the court's findings.

Failing that, the Organiser reserves the right to refuse entry to the Exhibitor or to enforce any sanctions referred to in the Terms and Conditions without giving rise to any claims or compensation of whatsoever nature by or for the Exhibitor.

21. DISPLAYING PRICES

Prices shall be displayed clearly using the French language and shall be inclusive of all taxes and in compliance with any applicable legislation in force so as to ensure that the general public is properly informed thereof. Any price reduction announcements (discount, rebate or repayment) made by way of labelling, marking or display shall be in accordance with any applicable legislation and regulations in force relating to the provision of prices to consumers, and may only be effected inside the stand area by way of notices such as small posters. The maximum size of any such notices or posters shall be 30cm x 20cm.

22. SALES FOR TAKE AWAY

Unless stated otherwise, any sale whereby a purchaser may take immediate possession at the Exhibition of the purchased items is prohibited.

In any event, and where authorised to sell such items, the Exhibitor hereby undertakes to comply with any applicable regulations in force on the day(s) of the Exhibition relating to the sale of items for immediate take away.

23. SACEM DECLARATION

Exhibitors wishing to play music at their stands must give the Organiser prior written notice of the same. It is furthermore hereby expressly stipulated that the Exhibitor shall be exclusively liable for compliance with any intellectual property regulations and/or legislation relating to the playing of music. Thus the Exhibitor shall make any necessary declarations relating to the playing of music to SACEM [the French collecting society] and hereby undertakes to make any requisite payments.

The Exhibitor hereby indemnifies the Organiser against any claims and/or action brought by any third party as a consequence of its failure to comply with the provisions of the present clause.

24. TAKING PHOTOS/BRANDS

The exhibitor hereby and for no charge expressly authorises the Organiser and the COMEXPOSIUM group:

- to take, should they wish to do so, photographs and/or films featuring the Exhibitor and/or members of its team, as well as any products exhibited at its stand.
- to use any such images freely on any media and in particular for the purposes of advertising material (including on the Internet) in France and worldwide and for a duration of five years beginning from the date of their Exhibition registration form;
- to cite and reproduce, for no charge, its trade mark or company name as a commercial reference for the purposes of communication on any medium whatsoever (in particular the Internet) whether in France or elsewhere and for a period of 5 years beginning from the date of their Exhibition registration form.

Any Exhibitor who does not wish for all or part of their stand or any elements thereon (logo, trade mark, model) or any members of their team to appear in photographs or films and/or on the Internet by way of advertising material promoting the Exhibition, must

advise the Organiser of this in writing before the start of the Exhibition.

Furthermore, any Exhibitor wishing to take photographs of the Exhibition must inform the Organiser in writing of the same before the start of the Exhibition. Furthermore, the Exhibitor shall personally ensure it possesses all necessary authorisations to take photographs of the Exhibition and shall be exclusively liable for complying with any image rights enjoyed by Exhibitors.

25. CATALOGUE

Only the Organiser shall be authorised to publish or have re-published and to distribute the catalogue at the Exhibition. All information deemed necessary by the Organiser for the purposes of editing the catalogue shall be supplied to the Organiser by the Exhibitor, which shall be liable for the same. Under no circumstances shall the Organiser be liable for any omissions or errors of reproduction or composition which may occur.

26. REGULATIONS

Exhibitors shall be familiar with and shall comply with any applicable regulations in force at the time of the Exhibition as issued by any competent public office or by the Organiser, in particular the no-smoking rules that apply to the public areas, the Fire Safety Regulations and the Health and Safety [Protection] Regulations.

The Fire Safety Regulations and the Health and Safety [Protection] Regulations shall be communicated to the Exhibitor by way of the Exhibitor's Guide.

The Organiser hereby strictly prohibits the operation of any stand that does not conform to the aforementioned regulations.

27. EXHIBITOR'S GUIDE

All information relating to the Exhibitor's participation in the Exhibit shall be supplied to the Exhibitor once a stand has been allocated, by way of the Exhibitor's Guide which is sent to each Exhibitor and which is available on the Exhibition website. The Exhibitor hereby undertakes to comply with the security provisions and the customs formalities, as well as the limitations imposed on the fitting out and decoration of the stands.

28. CUSTOMS

Each Exhibitor shall be responsible for carrying out any applicable customs formalities in respect of any materials and/or products originating from abroad.

The Organiser shall not be held liable for any difficulties arising in connection with such formalities.

The Exhibitor hereby indemnifies the Organiser against any claims and/or actions arising in relation to the customs regulations and formalities and shall pay compensation to the Organiser for any loss suffered as a consequence of its failure to comply with the applicable customs formalities.

29. CANCELLATION OF THE EXHIBITION DUE TO A FORCE MAJEURE EVENT

In the event that the Organiser cancels the Exhibition due to a force majeure event as recognised by French jurisprudence, the Organiser shall notify the Exhibitor(s) forthwith.

In the event of cancellation due to a force majeure event, the Organiser shall not be held liable for any loss or damages but shall return to the Exhibitor any amounts paid to it by them.

30. THE ORGANISER'S LIABILITIES

The Organiser shall not be held liable for any injury or commercial loss that the Exhibitor may suffer for whatsoever reason.

31. COMPLAINTS AND DISPUTES - GOVERNING LAW - JURISDICTION

All complaints shall be sent by registered post with recorded delivery within 10 (ten) days of the end of the Exhibition.

The parties shall endeavour to settle amicably and forthwith, any dispute that may arise between them in relation to the interpretation and/or the execution of the Terms and Conditions. Any dispute that cannot be settled in this manner shall be subject to the exclusive jurisdiction of the competent court(s) of Nanterre, France.

Participation in the Exhibition, as well as any acts undertaken as a consequence of this participation, shall be subject to French laws and regulations.

32. TOLERANCE

Any tolerance shown by the Organiser in respect of any partial or complete failure by the Exhibitor to carry out any provision(s) set out in the present Terms and Conditions shall under no circumstances, irrespective of the duration or frequency thereof, give rise to any rights for the benefit of the Exhibitor nor shall such tolerance modify, by any means or in any manner, the extent of or performance of the Exhibitors obligations as set out herein.

33. INVALIDITY

In the event that one or more provisions of the Terms and Conditions are found to be invalid and/or unenforceable or declared as such under any law, regulation or following the decision of a competent court, the remaining provisions shall remain applicable.

34. SANCTIONS

In the event of any breach of the Terms and Conditions and/or any general regulations, the Organiser, having given formal notice in the presence of a bailiff in respect thereof and where the breach remains unremedied, shall have the right to close the corresponding Exhibitor's stand forthwith and prevent the Exhibitor from entering the stand area, without such an action giving rise to a right to claim material or non-material damages from the Organiser in respect thereof.

The Exhibitor shall be liable for any costs arising from the intervention of the Organiser (bailiff's fees and/or fees relating to the closure of the stand).

In any event, once any breach has been identified, the Organiser shall have the right to terminate this contract without incurring liability for any losses suffered by the Exhibitor, and shall have the right to repossess the stand area forthwith.

Furthermore and in addition to the previous paragraph(s), the Organiser shall have the right, for a period of three (3) years, to refuse the Exhibitor admission to any Exhibition held by any company within the COMEXPOSIUM group.

General rules and regulations governing exhibitions

CHAPTER 1: GENERAL PROVISIONS

01.01 These rules and regulations are general and apply to all exhibitions organised by Federation members.

All the events listed in Article R762-4 of the French Commercial Code (Code du commerce) inter alia are classified as exhibitions. No exhibition has any connection with previous or subsequent sessions: it is a single event defined by a name, place, date and a description of the products and/or services offered to the public, commonly known as the "nomenclature". These rules and regulations will, if necessary, be supplemented by special rules and regulations specific to each event, or by a "guide" or "exhibitors' manual".

The term "special rules and regulations" means the provisions specifically applicable to any such exhibition which supplement the general rules and regulations governing all exhibitions. The special rules and regulations may not contradict the general rules and regulations in any event. The special rules and regulations may be supplemented by a "guide" or "exhibitors' manual" if necessary.

The term "guide" or "exhibitors' manual" means the document given, sent or made available online by the organiser at the time when the exhibitor applies to take part in the exhibition, containing information relating to the exhibition, the rules and regulations, forms on which to order services and all other relevant information affecting the exhibitor's participation in the exhibition. All of the provisions of this document will apply to the exhibitor.

The term "stand" means the space taken up for the presentation of products or services, or the space in which customers or players operating in the same sector are brought together.

The term "exhibition catalogue" means an electronic or paper document containing a list of the exhibitors, their contact details, the stand numbers and all other information relating to the exhibition.

"In the event of doubt about a particular definition, please refer to ISO document 25639-1 International Standard – Exhibitions, shows, fairs and conventions".

By signing the registration form, exhibitors accept all of the requirements laid down therein as well as any that may be imposed in the event of special or new circumstances. In addition, they undertake to comply with all of the statutory and regulatory requirements in force, particularly labour legislation and safety regulations.

01.02 The organiser alone shall determine the place, duration, opening and closing times of the event, the price of the stands, and the admission price as well as the closing date for registrations. It alone shall determine the categories of persons or companies allowed to exhibit and/or visit the event, as well as the nomenclature of the products or services presented.

CHAPTER 2: APPLICATION TO PARTICIPATE AND FOR ADMISSION TO EXHIBIT

02.01 Persons/entities wishing to participate should complete the application form prepared by the organiser, which is available electronically or on paper. Potential exhibitors will not be deemed to have been admitted to exhibit merely because they have requested an application form, nor because an application form has been sent, nor because a reservation cheque has been collected.

02.02 The organiser shall process the exhibitors' applications to participate and rule on the admissions. Admission only becomes effective when written confirmation is sent to the exhibitor.

02.03 The organiser will have sole discretion with respect to the definition and organisation of the products and/or services offered at its exhibition. The organiser (or the selection committee) therefore reserves the right to reject, provisionally or permanently, any application to participate that does not comply with the required conditions, either with respect to the stipulations laid down on the application form, or with respect to those contained in the general rules and regulations governing exhibitions and/or the special regulations or the nomenclature of the exhibition, or else in the light of Public Policy or the defence of certain protected interests.

02.04 An application may be rejected provisionally or permanently for any of the following reasons, inter alia: failure to provide all the necessary information; failure to make payments or provide guarantees required by the organiser; non-observance of prior obligations and in particular of these general rules and regulations; applicant's non-compliance or the non-compliance of its products or services with the purpose, spirit or image of the event; the exhibitor's going into court-ordered administration; the exhibitor's proven insolvency; failure to obtain administrative or judicial authorisations allowing it be present at the event; the risk, due to its presence, of interference with the protected interests of consumers and of young people; and more generally the risk, due to its presence, of breaches of Public Policy, of interference with other exhibitors' pursuit of their activities, or with visitors' safety and enjoyment.

02.05 The exhibitor must inform the organiser of any element or event that occurs or is disclosed after its application to participate, that would justify reconsideration of its application to participate in the light of articles 02.03 and 02.04 of these rules and regulations.

02.06 In addition, the organiser reserves the right to request, at any time, additional information relating to the foregoing and, if appropriate, to reconsider an admission decision that was made on the basis of deceptive or erroneous information or information that has become inaccurate.

The down-payment made will then remain the property of the organiser, which also reserves the right to seek payment of the price in full.

02.07 The right arising from admission to the event is personal and non-transferable. Admission does not create any right to be admitted to any other event organised by the organiser.

02.08 Unless the organiser has allowed a departure from the normal rule on the basis of an explicit request on their part, groupings may exhibit on collective stands only if each business that is a member of the grouping has been admitted individually and has undertaken to pay the registration fees.

CHAPTER 3: REGISTRATION AND PARTICIPATION FEES

03.01 The application or applications for participation must, under penalty of immediate rejection, be accompanied by the first payment set by the organiser. The organiser may be entitled to retain the administrative or registration fees, whether the application for participation is accepted or not.

03.02 The organiser will be entitled to retain the total amount of the fee charged for participation in the event after written notice of the admission decision has been sent to the exhibitor. Should the balance not be paid on the stipulated date, or should any of the payments not be made on any of the stipulated dates, the exhibitor's admission to exhibit will be terminated, without any formal warning, and the organiser will be entitled to retain the down-payment already made, irrevocably.

03.03 The organiser also reserves the right to seek payment of the balance of the payable price, even if the exhibitor has not participated for any reason whatsoever, in spite of being admitted to exhibit. If an exhibitor does not occupy its stand on the day on which the event opens, for any reason whatsoever, or by the organiser's set up deadline, it will be deemed to have given up its right to exhibit. Without prejudice to any other measures that may be taken, the organiser may dispose of the absent exhibitor's stand, without the exhibitor being entitled to claim any reimbursement or indemnity, even if the stand is assigned to another exhibitor.

03.04 The special rules and regulations applicable to each event may, if appropriate, lay down the conditions under which the exhibitor may cancel in appropriate cases, and the procedures to be followed, even though it has been definitely admitted to the exhibition.

CHAPTER 4: ASSIGNMENT OF PLACES

04.01 The organiser shall draw up the event plan and assign the places.

04.02 The organiser or selection committee may, within the framework of the special rules and regulations for each event, determine the maximum space available for each type of activity or service marketed and/or the maximum number of exhibitors. The acceptance of each exhibitor's application for participation will then depend upon the places that are still vacant in the business sector considered when the application for participation is made. In order to take account of the specific features of each event, the organiser or the selection committee will, however, retain the right to change the distribution initially planned, considering the objective elements to be applied to all exhibitors.

04.03 Unless the organiser or selection committee stipulates otherwise, admission to exhibit does not confer any right to occupy a specific place. Participation at previous events does not create an established right to a specific place for the exhibitor.

04.04 When the lots are drawn up and the places allocated, the organiser and the selection committee shall make every effort to take account of the wishes expressed by the exhibitors, the nature and interest of the items or services that they propose to present, and the layout of the stand that they envisage setting up.

04.05 If the venue at which the event is to be held so allows, the plans filed and the descriptions of the lots shall include dimensions that are as precise as possible, and specify the places and types of activity that will be organised during the exhibition. When the exhibitor has been informed by the organiser of the advantages and possible disadvantages of its stand being close to the activities, and if it did not object to the location before the beginning of the exhibition, it will be deemed to have accepted any inconvenience and agrees not to bring any action against the organiser in connection with its direct environment, of which it was not previously informed.

04.06 Should there be an absolute need, the organiser reserves the right to amend the following items whenever it deems it useful to do so, in the interests of the event, and at any time, before or during the event, without having to give prior notice thereof to the exhibitor: the general and specific decoration, the opening times and the schedule of the activities; provided this does not significantly change the initial contract that was signed between the organiser and the exhibitor. Should this contract be changed significantly, the organiser shall make every effort to find a solution that is acceptable to the exhibitor.

CHAPTER 5: BUILD UP, SET UP AND CONFORMITY OF THE STANDS

05.01 The "guide" or "exhibitors' manual" specific to each event, as defined in article 01.01, will determine inter alia the time available to the exhibitor, before the opening of the event, when it will be able to fit out its stand and store any items that it will need during the event at the stand.

05.02 During the build up period, the exhibitor is required to comply with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions) drawn up by FSCEF (Foires, Salons, Congrès et Evénements de France or French Federation of the Exhibition and Meeting Industry) and adopted at its General Meeting on 2 July 2010.

05.03 The exhibitor must comply with the organiser's instructions relating to the regulation governing arrivals and departures of goods and other items, particularly with respect to vehicle traffic on the event premises.

05.04 The exhibitors or their principals must have completed their set up on the dates and at the times stipulated by the organiser. After the said dates and times, no packing, equipment, transport vehicles or outside contractors may access, be kept on or remain at the event site, for any reason whatsoever and however harmful that may be to the exhibitor's interest.

05.05 Each exhibitor or its principal shall be responsible for the transport, reception and shipment of its parcels or other consignments, and for acknowledgement of their contents. All parcels or other consignments must be unpacked upon arrival. If the exhibitors or their representatives are not present to receive their parcels, or other consignments, the organiser, given the liabilities incurred, will refuse the parcels or other consignments marked for the attention of the exhibitor in its absence, unless there are contractual provisions to the contrary. The exhibitor will not be entitled to claim compensation for its loss due to the refusal to receive its parcel or other consignment.

05.06 The setting-up of the stands must not, in any event, damage or change the permanent installations at the exhibition venue, and must not detract from the convenience or the safety of the other exhibitors and visitors. The exhibitor will be liable for all damage it causes. To this end, the exhibitor shall take out an insurance policy to cover damage caused.

05.07 The special decoration of the stands shall be carried out by the exhibitors under their responsibility. It must fit in with the general decorations of the event, but must not interfere with the visibility of the signs and safety equipment, not affect the visibility of the neighbouring stands and not conflict with any stipulations in the organiser's special rules and regulations or those of the host site and/or the "guide" or the "exhibitors' manual".

05.08 In the exhibition spaces, all the materials used, including hangings and carpeting, must comply with the rules and regulations in force. The organiser has a permanent right to have any equipment or installations that are not in compliance removed or destroyed, at the exhibitor's expense.

05.09 On its own initiative or at the request of an exhibitor whose interests have been harmed, the organiser reserves the right, before the event opens or during the event, to remove or change installations that detract from the general appearance of the event, interfere with the neighbouring exhibitors or visitors, or do not comply with the plans or particular projects previously submitted. The organiser shall assess the specific situation at its own discretion and has only a best-endeavours obligation if it decides to act in response to the request made by the exhibitor whose interests have been harmed.

05.10 The exhibitor or any person duly appointed to represent it must be present on its stand, when the stand is inspected by the safety officers, and shall comply throughout the event with the safety measures imposed by the authorities, with the safety measures adopted by the organiser or the site manager, and with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions).

CHAPTER 6: OCCUPATION AND USE OF THE STANDS

06.01 Exhibitors participating in the event are specifically forbidden from transferring, subletting or exchanging, with or without consideration, all or any part of the place allocated by the organiser.

06.02 Unless it has prior, written authorisation from the organiser, the exhibitor may not display, at its place, equipment, products or services other than those listed in the application to participate, and that comply with the nomenclature of products or services drawn up by the organiser. Unless there is an express stipulation to the contrary, it is strictly forbidden to display and offer used items.

06.03 The exhibitor may not present products or services or advertise businesses or contractors that are not exhibitors, in any form whatsoever, except with the organiser's prior, written authorisation.

The exhibitors may not, in any form whatsoever, advertise a practitioner or establishment that belongs to a regulated profession whose advertising rules are restricted by the official,

national body that represents the profession. It is understood that having a stand is not a form of advertising.

06.04 The stands must be kept in impeccable condition throughout the event. Each stand must be cleaned every day, on the exhibitor's responsibility and at its expense. The cleaning must by completed by the time the event is opened to the public.

06.05 The rental of a stand is not a contract for the storage of goods. In the event of theft from a stand, the exhibitor will have no claim against the organiser.

06.06 Exhibitors may not strip their stand, nor remove any of their items, before the end of the event, even if the event is extended.

This article may be supplemented by a requirement to pay a deposit in the organiser's special rules and regulations.

06.07 Bulk packing, the covers used when the event is closed, items and equipment not used in stand presentation and the staff cloakroom must be out of the sight of visitors. Conversely, it is forbidden to leave the items that are supposed to be on display covered during the business hours of the event. The organiser reserves the right to remove covers from items without being held liable, in any way, for damage or losses that might result from such an action.

06.08 Any failure to comply with any of the foregoing provisions will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

CHAPTER 7: ACCESS TO THE EVENT

07.01 Only persons holding tickets issued or accepted by the organiser may be admitted to the event venue.

07.02 The organiser reserves the right to refuse entry or to expel any person, whether a visitor or exhibitor, whose presence or behaviour is harmful to the safety, peace or image of the event and/or to the integrity of the site.

07.03 The sale and tasting of alcohol are authorised, except to minors under the age of 18, provided the relevant legislation in force is complied with.

07.04 It is strictly forbidden to smoke within the area of the venue that is open to the public, other than in the places reserved for smokers.

Any person who smokes outside the places reserved for smokers will be liable to pay a fixed penalty of €68 (for a class 3 petty offence). Failure to enforce the standards applicable to reserved places or to install the related signage, will be punished by a fixed penalty of €135 (for a class 4 petty offence). Any person who knowingly facilitates a breach of the prohibition on smoking will also be deemed to have committed a class 4 offence, however, this offence does not carry a flat rate penalty, as the specific details of the offence must be recorded. A report will be sent to the prosecuting authority which will decide whether or not to open criminal proceedings.

07.05 Tickets granting the right to enter the event are delivered to the exhibitors under the conditions laid down by the organiser.

07.06 Tickets for the persons or companies that they wish to invite are delivered to the exhibitors under the conditions laid down by the organiser. Unused tickets may not be returned or exchanged and will not be reimbursed.

07.07 The distribution and/or sale, by an exhibitor with a view to making a profit, of tickets issued by the organiser for good consideration or free of charge, is strictly forbidden. The reproduction or sale of the said tickets may lead to court proceedings.

CHAPTER 8: CONTACT AND COMMUNICATION WITH THE PUBLIC

08.01 The exhibitors and their staff must be smartly dressed and extremely polite to all other persons, such as visitors, other exhibitors, organisers, security staff, hostesses or all other service providers. The staff must not bother customers nor move outside the stand.

Any failure to comply with this provision will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

08.02 The stand must be occupied by the exhibitor or its representative at all times during the hours when the venue is open to exhibitors (including during the build up and tear down periods and when deliveries are made), and at all times during the hours when the exhibition is officially open to visitors.

Any failure to comply with this provision will be recorded in writing by the organiser and may be used as a ground to refuse to allow the exhibitor to participate at future events.

08.03 The organiser has the sole right to write, publish and distribute the exhibitor's event catalogue, free of charge or for good consideration. It may assign all or part of this right, as well as the advertising included in the said catalogue. The information required for inclusion in the catalogue will be supplied by the exhibitors on their own responsibility and under penalty of non-inclusion, within the time limit set by the organiser.

08.04 The organiser may, without specific agreement, include the exhibitor's company name in exhibition information, particularly catalogues intended for visitors and/or exhibitors, or on its website. Should the organiser wish to distribute the exhibitor's personal data, which was collected when the exhibitor registered with the exhibition, with the exhibition information, it must inform the exhibitor before doing so.

However, when the exhibitor registers, the organiser shall ask for its consent to use its image (including its sign, logo, products or services, or photograph of the stand) and name in all canvassing documents and media, for the purposes of advertising and promoting the exhibition. When the exhibitor gives its agreement, there is a presumption that its employees and/or subcontractors have also agreed to the organiser possibly using their images at the time of the exhibition.

When agreement has been reached, the organiser, producer or distributor may not be held liable on account of the distribution of its image, the image of its stand, its sign, its trademark, its staff, or its products or services, by television, video or any other medium, including virtual media (books, brochures), in France or abroad, for the purposes of the event.

08.05 The organiser reserves the sole right to put up posters at the event venue. Therefore the exhibitor may only display, and only on its own stand, posters and signs of its own company, whose name it gave when it registered to take part in the exhibition, to the exclusion of all others, within the limits of the requirements concerning the general decoration.

The organiser may require posters and signs that do not comply with this provision to be removed.

08.06 Brochures, catalogues, printed matter, free gifts or items of any kind whatsoever may only be distributed by the exhibitors on their own stand. Brochures relating to products, trademarks or services that are not on display may only be distributed with the organiser's written consent.

08.07 It is forbidden to distribute or sell newspapers, periodicals, brochures, raffle tickets, badges, vouchers or coupons, even if they relate to charitable work or a charitable event, and to conduct opinion polls, at the event venue and in its immediate vicinity, unless the organiser has granted an exemption from this rule.

08.08 Any light or sound advertising and any promotion, entertainment or demonstration that could cause crowding in the aisles must have the organiser's prior approval. The organiser will be entitled to revoke any authorisation that may have been granted, in the event of disturbance to movement, to neighbouring exhibitors, or to the event itself.

08.09 Audible advertising and touting, in any form whatsoever, are strictly forbidden. The exhibitors must not obstruct the aisles or encroach upon them, in any circumstance, unless they have exceptional, prior, written authorisation from the organiser.

08.10 The exhibitors must make every effort to provide the public with fair, objective and comprehensive information about the qualities, prices, and sales conditions of their products or services, and the related warranties, in compliance with the rules and regulations. They must not use any advertising or carry out

any action whatsoever that could mislead or constitute unfair competition.

Exhibitors are informed that purchases made at the event are not subject to Articles L 311-10 and L 311-15 of the French Consumer Code (Code de la consommation) (seven-day cooling-off period) except for purchases that are covered by a consumer credit agreement, and purchases that result from a personal invitation to go to a stand to collect a gift.

Should any exhibitor be found to be claiming the opposite, the organiser may impose sanctions which could include the immediate closure of the stand.

08.11 The exhibitors undertake to present only products, services or equipment in compliance with French or European rules and regulations. They will be fully liable for their products vis-à-vis third parties, and the organiser will have no liability whatsoever in the event that an exhibitor fails to comply with the law.

08.12 It will be up to each exhibitor to complete the formalities involved in its participation in the event, as necessary, particularly those relating to labour regulations, customs requirements with respect to equipment or products coming from abroad, and those relating to hygiene with respect to food products or animal species.

CHAPTER 9: INTELLECTUAL PROPERTY AND OPERATING OR MARKETING RIGHTS

09.01 In accordance with the "Charte de la lutte contre la contrefaçon" (Plan to combat counterfeiting and infringement) voted by FSCEF General Meeting in July 2008, any exhibitor that wishes to bring an action before an administrative or ordinary court for counterfeiting or infringement against a rival exhibitor, undertakes to give prior notice thereof to the organiser of the event or its appointed representative, to behave honestly and to act in good faith.

09.02 The exhibitor shall assume responsibility for the intellectual protection of and the rights to operate or market the equipment, products and services it displays (patents, trademarks, models, etc.), in accordance with the statutory and regulatory provisions in force. The said measures must be taken before the equipment, products or services are presented. The organiser declines all liability in this regard, particularly in the event of a dispute with another exhibitor or visitor.

09.03 Each exhibitor shall assume responsibility for its obligations to the SACEM (Société des auteurs, compositeurs et éditeurs de musique or French Society of Authors, Composers and Publishers of Music) if it uses music at its stand and as part of promotions that are specific to it, even for ordinary demonstrations of sound equipment. The organiser declines all liability in this regard.

09.04 Unless the organiser makes specific provisions or gives written authorisation, photographs other than specific images of the exhibitor's stand may not be taken at the exhibition venue, nor may films be shot. Accreditation constitutes written authorisation to take photographs or shoot films, provided third parties' image rights are respected.

09.05 The photography of certain items at the stands may be forbidden at the exhibitors' request and on their initiative.

CHAPTER 10: INSURANCE

10.01 In addition to the insurance covering the items on display and more generally all movable or other items in its possession, the exhibitor is required to take out at its own expense, either with its own insurer or with the insurer approved by the organiser, all insurance to cover the risks incurred by itself and by its staff, or that it causes third parties to incur. It shall provide evidence thereof, when its registration is confirmed, by producing a certificate of insurance. The organiser will be deemed to be discharged of all liability, particularly in the event of loss, theft or any damage whatsoever.

10.02 The organiser may, if necessary, require the exhibitor to take out the said insurance cover with a specific, named insurance company, in which case the rates and contract clauses will be specified for its benefit.

CHAPTER 11: TEAR DOWN OF THE STANDS AT THE END OF THE EXHIBITION

11.01 The exhibitor or its representative is required to be present at its stand when the tear down starts, and until the stand has been completely removed.

11.02 During the tear down period, the exhibitor is bound to comply with the "Charte professionnelle visant à organiser l'hygiène et la sécurité des salariés en situation de coactivité pendant les opérations de montage et de démontage des manifestations commerciales" (Professional plan for the health and safety of employees involved in joint activities during the build up and tear down periods for exhibitions) drawn up by FSCEF.

11.03 The stands, goods, items and special decorations, along with the waste remaining from the materials that were used to decorate the stands, will be removed by the exhibitors within the periods and at the times specified by the organiser, in compliance with the laws, rules and regulations and local practice regarding waste materials. After these deadlines, all costs incurred due to any failure to follow these instructions shall be borne by the exhibitor. In addition, the organiser may be entitled to have the items shipped to a depository of its choice at the exhibitor's expense and risk, and the organiser will not be held liable for any total or partial loss or deterioration.

11.04 The exhibitors must leave the places, decors and equipment made available to them in the condition in which they found them. Exhibitors responsible for any deterioration caused by their installations or their goods, either to the equipment or the building, or else to the floor space occupied, will be held liable therefor, upon presentation of evidence in support.

CHAPTER 12: DAMAGE

12.01 The term damage is understood to mean "property damage or non-pecuniary damage sustained by a person due to the action of a third party".

When an exhibition is held, damage may occur:

- between exhibitors
- between exhibitors/organisers
- between organisers/exhibitors
- between organisers/customers

12.02 When an exhibitor suffers damage due to the action of another exhibitor, both must settle the dispute in a responsible fashion, as far as possible. The organiser must be kept informed of the dispute but has no obligation to act as a mediator or arbitrator. Its role is to check that the contractual provisions governing its relations with the exhibitor are complied with. If one of them decides to invite an authority to intervene, it has a duty to warn the organiser in order to preserve the image of the exhibition as far as possible.

12.03 When damage occurs as the result of a dispute between an organiser and an exhibitor and affects another exhibitor, the exhibitor must submit a written request to the organiser. The organiser shall reply to the exhibitor's request promptly, provided the request is legitimate and justified. The organiser will have only a best-endeavours obligation.

12.04 When the organiser suffers damage due to the action of an exhibitor, the former shall issue a notice requiring the exhibitor to cause the problem to cease. If this provision is not complied with, the organiser shall make a written record of its failure, which may be used as a ground to refuse to allow the exhibitor to participate at future events.

12.05 The organiser has a duty to provide general information about the general running of its exhibition.

12.06 The organiser has no obligation to intervene in disputes that may arise between exhibitors and customers and will not be held liable for disputes that arise between exhibitors and visitors, in any circumstance.

CHAPTER 13: MISCELLANEOUS PROVISIONS

13.01 The organiser may cancel or postpone the exhibition if it finds that the number of registrations is clearly insufficient. Registered exhibitors shall then be reimbursed for the amount of their down-payment or participation fee. Until the final day for registration, the exhibitor shall bear the entire risk relating to the fact that the exhibition may not be held, particularly the sole burden of the expenses it believes it will have to incur in anticipation of the exhibition.

13.02 The organiser may also cancel or postpone the event in case of a situation of force majeure. Situations of force majeure that justify the cancellation or postponement of the exhibition, at any time, are any new, health, climatic, economic, political or social situations, at local, national or international level, that are not reasonably foreseeable when the exhibitors are informed of the exhibition, that are beyond the organiser's control, that make it impossible to put on the event or that entail risks of disturbance or disorder that might seriously affect the organisation and proper running of the event or the safety of property or persons. The possibility of the exhibition being postponed and/or the treatment of the sums paid will be determined in each organiser's special rules and regulations.

13.03 Any breach of these rules and regulations, of the special rules and regulations by which they are supplemented, or of the specifications in the "guide" or "exhibitors' manual" issued by the organiser, may lead to the closure of the stand of the exhibitor in breach, with police assistance if necessary.

13.04 In such situation, the exhibitor's participation fee will be kept by the organiser, without prejudice to the payment of the balance of the price, of any amounts remaining due, or of any other cost incurred to close the stand. The organiser reserves the right to bring an action against the exhibitor at fault seeking compensation for the loss sustained.

13.05 Whatever the justification may be, complaints made by an exhibitor against another exhibitor or the organiser must be discussed away from the event and must not disturb the peaceful running or image of the event, in any way.

13.06 The exhibitor agrees not to refer any dispute to the courts before first attempting to find an amicable solution through the organiser.

13.07 In the event of a dispute, in principle, the courts in the place where the exhibition is held will have sole jurisdiction. Exceptionally, if an exhibition is organised abroad by a company whose registered office is in France, the competent court will be the court in the place where the organiser's registered office is located.

13.08 Any difficulties that arise in the construction of the English, German, Spanish, Italian or Chinese versions of these General Rules and Regulations will be resolved by reference to the meaning of the French version of the General Rules and Regulations.

Insurance regulations for exhibitions

The organiser is not responsible for damage that the exhibitors may cause to, third parties or for damage to property of exhibitors. .

However, the organiser recommends that exhibitors enrol in the insurance policy underwritten by COMEXPOSIUM ASSURANCES, on their behalf, with the AXA FRANCE company. This insurance policy covers damage to the exhibitors' property (loss, theft, destruction) and stand equipment, under the conditions and within the limits of the insurance policy, provided that the exhibitors enrol in said policy by taking out the insurance offered on the application form.

This AXA France insurance policy no. 4 299 10 204 is an appropriate solution based on the situation, the needs expressed and the financial terms and conditions of the policy (deductible, insurance benefit and premium).

It is recalled that the insurance taken out by the exhibitor does not cover the third party liability of the latter. In this regard, the exhibitor acknowledges having taken out all the insurance policies necessary with an insurance company covering its third party liability and that of any person involved directly or indirectly in the exercising of its activities and/or those of its company, for any physical injuries, material or intangible damage caused to a third party during his attendance and/or that of its company at the Exhibition CARTES Secure Connexions Exhibition and Conference that shall take place from 4th to 6th of November (including during the assembly and dismantling periods).

The insurer:

AXA France Company
26 rue Drouot -75009 Paris
Policy no. 4 299 10 204

I - COVER

A – PURPOSE AND SCOPE OF THE COVER

1/ Events insured

The insurance covers any material damage, losses and damage caused to the goods exhibited, including the fittings of the stands pursuant to any non-excluded event.

It is specified that acts of terrorism and attacks and Natural Disasters are only covered in France.

2/ Goods insured

The insurance covers the goods of the exhibitors and the co-exhibitors, and the fittings of the stands.

The exclusion of cover clause is the clause whereby the insurer, when it defines the purpose of its cover, expresses its intention to exclude from said cover certain events, certain types of damage and, more generally, certain risks.

The insurer shall therefore not be liable for any event, property or damage excluded by it through the exclusion clauses in case of damage.

1/ Events excluded

Damage, losses and deterioration suffered by the goods insured are excluded from the cover that results:

- from foreign war or civil war,
- from the direct or indirect effects of an explosion, discharge of heat or radiation resulting from the transmutation of atoms or radioactivity as well as the losses due to the effects of radiation provoked by the artificial acceleration of particles,
- from confiscation, sequestration, seizure or destruction by order of any government or public authority, as well as the consequences of any ingringements,
- of flooding or overflowing of stretches of natural or artificial water, rain water, floods, tidal wave, moving blocks of snow or ice or other natural disasters (except those covered under the Law on natural disasters no 82-600 of 13.07.82, cf. Article 2 above),
- of a specific defect, wear and tear, age, slow deterioration, moths, parasites and rodents of any kind,
- of the insufficiency or unsuitability of the packing or packaging,
- of simple thefts or misappropriations committed by the employees of the Insured Party or of the beneficiary as well as of the intentional or fraudulent fault of the insured party or of the beneficiary, who have the strict obligation to act in all circumstances as if they were not insured,
- of the influence of atmospheric agents for object exposed to the air,
- of epizootic as regards animals,
- of the fading of flowers, trees ad floral decorations as well as of any plants.
- of any losses or disappearances on the stands where free distributions or tastings are made of any goods or beverages whatsoever,
- of any sanitary or disinfection measures or cleaning, repair or renovation operations,
- of the defective assembly or dismantling of the objects insured,
- of the breaking of fragile objects such as porcelain, glassware, mirrors, marble, pottery, terra cotta, sandstone, ceramics, alabaster, plaster, waxworks, cast iron works, under glass or windows.

If the occurrence of these events cannot be excluded, it appears however that they are not likely to deprive the exhibitor of the protection of the coverage offered in a large number of circumstances during the exhibition.

Nevertheless, of these events excluded from cover, we draw your attention to acts of petty theft or embezzlement committed by the insured's employees. Thus, such events may under no circumstances activate the insurance cover and shall therefore not be indemnified if they should occur.

2/ Goods excluded

We draw your attention to the fact that the following goods are excluded from the cover:

- Works of art,
- Objects of special value. An object of special value means an object whose intrinsic value is not related to the costs incurred to obtain it,
- Furs, skins and carpets,
- Cash and notes,
- Personal effects and objects, jewels, cameras, radios, electronic pocket calculators and all the objects belonging specifically to any person attending the event directly or indirectly,
- Connected telephones,
- Removable software and software packages,
- Plasma or LCD screens (the exhibitor can take out a specific insurance policy to cover this equipment).

3/ Damage excluded

The following items are always excluded from the cover granted by the Insurer:

- Indirect losses of any kind whatsoever such as loss of profits, damages, duties and other taxes, penalties of any kind and, notably, those relating to a deadline or delay for any reason whatsoever,
- Stains of animals,
- Damage caused to materials, clothes, fur, carpets, tapestries and covering (floors, walls, partitions) by marks, stains, dirty marks and burns of cigars, cigarettes and/or pipes, except those resulting from water damage, fire or theft,

- Scratches, scrapes, rust or any oxidation and/or corrosion,
- Damage to the objects exhibited under stands, when these goods are located outside of the latter,
- Damage, losses and deterioration suffered by the goods insured when this damage is the result of the operating or mechanical or electrical malfunction of the said objects.

C – AMOUNT OF THE COVER

The cover is fixed at € 500 per square metre rented with a minimum of € 6,000 and a maximum of € 300,000.

This amount is the limit of liability, i.e. the maximum amount of the insurer's obligation. Moreover, in case of loss, you may not obtain compensation in excess of the above-mentioned amount in the event that the insurance coverage is activated.

In the event of theft, the payment of the compensation shall be made after deduction of a deductible of € 300 per loss.

The deductible is the sum of money or the portion of the damage for which you will be responsible in the event that a risk occurs. In addition, the insurance benefit shall be paid for losses in amounts greater than the deductible and for the portion in excess of the deductible.

For all these reasons, we believe that the AXA France insurance policy no. 429910204 is an appropriate solution based on the situation, the needs expressed and the financial terms and conditions of the policy (deductible, insurance benefit and premium).

D - ADDITIONAL INSURANCE

If the value of the exhibited items exceeds the insured amount, exhibitors are advised to take out additional insurance.

Moreover, plasma and LCD screens are excluded from coverage. However, the exhibitor has the option of taking out special insurance.

The additional insurance enrolment form for damage to property or for plasma or LCD screens is attached to these insurance regulations and is also included in the Exhibitor's Guide, which will be sent to each participant or accessible on the exhibition's website.

II – INSURANCE CONDITIONS

A – TAKING OF EFFECT OF THE COVER

The cover applies to the stands provided to the exhibitors from the day before the opening to visitors (7.00 p.m.) to the last day of opening to visitors (closing time).

B – SPECIFIC PREVENTATIVE MEASURES FOR THEFT COVERAGE.

The cover for Theft without break-in applies when the following preventive measures have been taken:

- During the hours of opening to the public and/or to exhibitors, as well as during the period of installation and dismantling, the stand must be permanently guarded by the Exhibitor or by one of its employees.
- During the hours of closure to the public and/or to exhibitors, the audiovisual equipment used for advertising purposes (such as video recorders, cameras, video cameras and portable microphones) must be stored in a locked cupboard and/or specific area.

If you fail to do so, you risk being denied coverage by the insurer.

C – PROVISIONS SPECIFIC TO OBJECTS OF VALUE

Objects in precious metals (gold, silver or platinum), precious stones, pearls, gold or silver plate, time-pieces and any objects of a small size and/or of great value must be locked up:

- During the hours of opening of the exhibition to the public : in solid showcases equipped with thick glass and locked by safety locks
- During other times (installation – closure – dismantling): in a safe approved by the insurer.

If you fail to do so, you risk being denied coverage by the insurer.

The risks of theft are only covered in the event of break-in or in the event of violence committed against the guard or guards.

D – Provisions specific to takeaway sales

Uniquely for the exhibitions concerned

The cover applies for goods intended for takeaway sales.

The insurance only covers goods in locked storerooms or placed in solid cupboards entirely closed and locked with security locks. The Theft cover is restricted to theft by break-in from the storerooms and/or cupboards.

In the event of partial or total loss, the cover of the Insurer is automatically reduced by the amount of the loss. The reimbursement is made solely on the basis of the cost and/or purchase price.

III – LOSSES

A – Declaration of the loss

The losses must be immediately declared to the Organiser.

In addition, losses must be reported within twenty-four (24) hours, regardless of the damage, under pain of forfeiture.

Every declaration of a loss must imperatively state the date, the circumstances of the loss and the approximate amount of the damage and must be accompanied by the original filing of a complaint in the event of theft.

This claim form must be sent directly to SIACI SAINT HONORE, as indicated in section VII below.

The claim form must indicate the insurance policy number, i.e. AXA France policy no. 4 299 10 204.

B – Measure to take at the time of a loss

You must also take any measures to ensure the protection of the undamaged objects and, when the liability of a third party can be involved, must take all the measures required by the laws and regulations in effect to protect the recourse of the insurer.

If you fail to do so, you risk being denied coverage by the insurer.

C – ASSESSMENT OF THE LOSS

It is recalled that the insurance cannot produce a profit for the insured party. It only covers the compensation for its material losses in accordance with the compensation principle stipulated by the Code in Article L 121-1.

In the event of a loss covered by the insurance policy, the damage is assessed by mutual agreement.

D – PAYMENT OF THE BENEFIT

The benefit shall be paid to the owners of the insured property.

If the coverage amount applied for is insufficient, the benefit shall be divided proportionally to the total value of the damaged property of each of the exhibitors present at the stand.

IV – WAIVER OF RECOURSE

Every exhibitor, by the sole fact of its attendance, declares that it renounces any recourse that it or its insurers may have the right to exercise against the organiser and the operating company of the premises where the event takes place and their insurers, for any direct or indirect damage that the latter may cause to its goods.

The insurance conditions that are the subject of these Articles are governed by the Insurance Code.

V - PERSONAL DATA

The personal data collected on the enrolment form for the above-mentioned insurance policy and during the term of the policy may be disclosed to the Insurer and to the persons involved in managing the policy (intermediate underwriters, experts and reinsurers).

Said data shall be used to manage the policy, to analyse and control risk, to carry out the services, to prepare statistics and to enforce the legal, regulatory and administrative provisions in force.

As provided by law, the insured may access the information concerning him/her, have it corrected, object to its disclosure to third parties or to its use for commercial purposes by sending a letter to COMEXPOSIUM ASSURANCES.

VI - CONTACT DETAILS OF AND INFORMATION ABOUT THE INSURANCE BROKER

COMEXPOSIUM ASSURANCES

Insurance brokerage firm registered with ORIAS under number 10 058 342 and located at 70 Avenue du Général de Gaulle - 92508 Paris La Défense Cedex

Telephone: 01 76 77 11 11

The registration of COMEXPOSIUM ASSURANCES can be verified at www.orias.fr.

COMEXPOSIUM ASSURANCES is subject to the control of the Autorité de Contrôle Prudentiel (ACP) located at 61 rue Taitbout - 75436 Paris Cedex 09 (Switchboard: 01 55 50 41 41).

COMEXPOSIUM ASSURANCES is a subsidiary of the COMEXPOSIUM company.

COMEXPOSIUM ASSURANCES offers only property and casualty insurance policies at the exclusion of public liability and life insurance policies.

COMEXPOSIUM ASSURANCES has a civil liability guarantee and a financial guarantee in accordance with the insurance law, which it has obtained from the ALLIANZ company.

COMEXPOSIUM ASSURANCES has no financial ties to insurance companies.

To assist it in offering the above-mentioned insurance policy, COMEXPOSIUM ASSURANCES has granted power to the Comexposium company, agent intermediate underwriter registered with ORIAS under number 10058581, whose head office is located at 70 avenue du General de Gaulle 95058 Paris la Defense.

The registration of Comexposium can be verified at www.orias.fr.

Comexposium is subject to the control of the Autorité de Contrôle Prudentiel (ACP) located at 61 rue Taitbout - 75436 Paris Cedex 09 (Switchboard: 01 55 50 41 41).

Comexposium has no financial ties to insurance companies.

VII – CLAIM FORM

In the event of a loss, claim forms must be sent to:

SIACI SAINT HONORE
18 rue de Courcelles
75384 Paris cedex 08
Tel: 01.44.20.99.99

Such claim forms must meet the above-mentioned conditions and be sent by registered letter with acknowledgment of receipt.

Decoration regulation

IMPORTANT

To avoid disputes, it is **mandatory** to submit for approval the scale stand layout plan **before October 9th, 2015 with the following items:**

- Plan as seen from above with details of scale, dimensions and location of recesses (party wall + aisle)
- Cut-out plan view with details of scale, dimensions and heights of anticipated volumes.

Any proposals for stands which are not in compliance with the regulations will be refused. Furthermore, any stand erected without the permission of the Architecture department may be dismantled and the costs borne by the exhibitor.

DECO PLUS
Wilfrid TOUGARD
1, RUE PAUL DELAROCHE
75116 PARIS
Tel : +33 (0)1 47 63 94 84
Fax: +33 (0)1 43 80 59 63
Email: w.decoplus@free.fr

The architecture regulations for CARTES Secure Connexions include a list of presentation and layout standards for the stands which have been established to ensure that the exhibition runs smoothly and that people are able to visit it in optimum comfort.

No agreements may be entered into between exhibitors. The organiser and DECO PLUS alone are authorised to depart from these regulations following a written request.

1- HALL FLOORS, PILLARS AND WALLS

It is strictly forbidden to drill, screw, nail or embed the walls, cladding panels, pillars and floor of the halls; attaching machines to be exhibited to these elements is also forbidden.

A lump sum of 229 €/excl. tax per hole will be charged to the exhibitor for non-compliance with these regulations. Exhibitors must not paint or mark on the walls, pillars and floors of the halls.

- Allowed floor loading: 35 tonnes or 13 tonnes / axle tree.
- Overload: 5 tonnes / sq.m.
- Resistance to puncture: 6,5 tonnes maxi per 10 sq.cm.

Your stand area must be restored to its original condition.

Any rubbish (carpet, adhesive, etc.) must be removed. Any damage reported during disassembly of the stand will be invoiced to the exhibitor responsible.

The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.

2- SETTING-UP OF STANDS AND PRESENTATION OF EXHIBITS

Exhibits on display must not disturb nor damage neighbouring stands. No exhibit may exceed the surface area of the stand.

IMPORTANT
All displayed items will have to cope with decoration regulations.

3- ACOUSTIC ANIMATION

All exhibitors wishing to use acoustic animation on their stand must do so in accordance with the following regulation:

The maximum sound level must not exceed 80 dB(A) - in a 2,5 meter area surrounding each stand.

Such standards have been set in order to avoid any inconvenience to visitors at neighbouring stands. A strict and permanent control will be assured throughout the exhibitions to insure that the stipulated sound level is respected. The exhibition's Organizer reserves all rights to stop any violation of this regulation.

In addition, for any kind of musical diffusion, you must discharge of royalties, before the exhibition's opening, from:

SACEM
16, avenue Gabriel PERI
95210 ST GRATIEN
Tel. +33 (0)1 39 34 19 10
sylvie.bizouard@sacem.fr

We would therefore request that you do not, under any circumstances, exceed the maximum sound levels mentioned above - not even for short periods of time. Strict checks will be carried out on a continual basis to ensure that exhibitors comply with these requirements.

The organiser reserves the right to take whatever measures are necessary to ensure that exhibitors do not violate these regulations.

4- ELECTRICAL FITTINGS ON STANDS

For obvious reasons of safety, it is strictly forbidden to use the Exhibition Park's private installations (hall raceways, water gutters, etc.) as a passageway for the stands' electrical cables.

5- MAXIMUM HEIGHT ALLOWED

(From the building floor)

Stand: 6.00 m maximum

All construction or decoration items **above 3.00 m must be positioned 1 m away from the neighbouring stands and the aisles.**

The sides of desks, decorations or panels facing neighbouring stands must be smooth, plain and painted in neutral colours or covered in neutral colours wall covering. **No electric cable shall be visible.**

6- PERIPHERAL CONSTRUCTION

We remind you that erecting long walls or screens, using the dividers or temporary walls of neighbouring offices or spaces, which might interfere with the overall view of the halls, mask neighbouring stands or hinder normal visitor traffic on the stand is strictly prohibited.

Each facade stand overlooking an aisle must respect a 50 % maximum closing with a maximum of 8 linear meters. The glass, curtains, frozen adhesive, half partitions …. will not be accepted as an opening. On the opposite, is considered « as opening » any physical unit allowing access.

Their height will be limited to 3 m on the edges of aisles.

7- RAISED LEVEL

The raised level surface must not exceed 40% of the stand surface area.

The structure of stands with a raised level (including signs on stands or towers) must not be higher than 6m. Raised levels must imperatively be set back 2 meter from the stand limits (stand separation from neighbouring stands).

Floor-supported and/or overhead structures are not allowed to join two stands separated by an aisle, except for inside aisles forming an islet.

IMPORTANT
Please, have a look to the **Regulation Disabled Access**

It is mandatory to send (before the 24th September 2014) two copies of the drawings with erections specifications and the official approval of stability & solidity delivered by a qualified verification office (*) to the following address:

CABINET WATTEAU
M. Philippe WATTEAU
41, rue Lazare Carnot
77340 PONTAULT-COMBAULT
GSM : +33 (0)6 85 94 49 57
Fax: +33 (0)1 70 10 40 11
Email: philippewatteau@numericable.com

(*)Verification Office

SOCOTEC
Centre d'affaires PARIS-Nord
Le Continentale - BP 306
93153 LE BLANC MESNIL Cedex
Tel: +33 (0)1 48 65 42 37
Fax: +33 (0)1 45 91 19 63

Do not forget to order your raised floor surface from our sales department
Tel: +33 (0)1 76 77 13 00
Email: sales@cartes.com

8- STAND SIGN

Signs must not exceed 6 metres of height (in relation to the building's floor).

Signs covering a whole wall or signs used as partitions are strictly forbidden.

Suspended sign

The highest point of the sign or its support (when the sign is hanging from a lighting fixture) must not be higher than 6m.

The sign must be confined within the stand (or islet) limits and be set back 1 meter from any separations between adjoining stands. Flashing signs are prohibited.

For any hanging or dropped power supply, lightning structures… Contact VERSANT EVENEMENT :

Contact : Mélika DALLA
Mobile : +33(0)6 22 36 06 32
Email: comex@alpiniste.com

9- LIGHTING

The use of revolving or flashing lights is forbidden. Lighting fixtures must be contained within the stand (or islet) limits and must not be higher than 6 meters.

10- COVERING OF PILLARS

A maximum height of 5 metres from the floor is allowed. It can be supported by the pillar, but must be separated or, at the very least, insulated with soft material (felt, hardboard, sponge, etc.) placed over the points of contact.

11- HANGING OF FRAMEWORKS

Items suspended from the framework of the installed by the Exhibition Centre's Technical Department. Requests must be made directly on your Exhibitor's Area services.cartes.com

All suspended items must comply with the decorations regulations of the show and **the suspension point will be allowed up to 6.30 m.** No exception will be accepted.

For any hanging or dropped power supply, lightning structures… Contact VERSANT EVENEMENT :

Contact : Mélika DALLA
Mobile : +33(0)6 22 36 06 32
Email: comex@alpiniste.com

12- LEAFLETS

Without our agreement, it is strictly prohibited to distribute leaflets, flyers or any other such material outside the stands or in the areas around the halls (reception gallery, car parks and square).

13- OPERATED MACHINERY

All machines shown in operation during the exhibition must be declared to the Organizer. Exhibitors accept full responsibility for all presentations and demonstrations made by them, under penalty of being inactivated.

Nevertheless, only machines and equipment certified by the Safety Commission as being in accordance with the regulations will be authorized to be displayed in working order.

Whenever equipment is presented in motion, a protected area should be reserved for these manoeuvres so that there will always be a minimum distance of 1 meter between the equipment and visitors; this minimum distance can be increased according to the characteristics of the equipment on display. These regulations will be valid for all stands, including stands located outdoors.

Disabled access

PREAMBULE

The order of 1st August 2006 lays out the conditions for application of articles R 111-19 to R 111-9-3 and R 111-19-6 of the Building and Habitation Code concerning the access of handicapped people in establishments for public use and installations open to the public during their construction or creation.

Generally the pavilions, exhibition halls, and installations in exhibition centres meet the requirements of this order: accessibility, toilets, car parking, etc…

Furthermore, regarding installations open to the public during their creation, it is necessary to allow handicapped people access to stands, conference or meeting rooms, grandstands, or catering areas.

In the shows organised by COMEXPOSIUM, the Security Manager is responsible for ordering any measures required and carrying out inspections at shows.

The general and specific measures applicable to installations created at trade shows and exhibitions are given hereafter:

ACCESS TO SINGLE-LEVEL STANDS

Each stand, area open to the public, fitted with a floor higher than 2 cm must be accessible to People of Reduced Mobility (PRM).

One or several ramps, of a minimum width of 90 cm, will facilitate this access. Slopes will respect the following percentages:

- 4% slope without limit to the length of the passageway
- 5% slope on a length of less than 10 m
- 8% slope on a length of less than 2 m
- 10% slope on a length of less than 0.5 m

Clearance of a radius of 1.5 m will be left free for manoeuvring at each end of the ramp.

PATHWAYS

- Width of 1.4 m minimum.

ACCESS TO STANDS ON UPPER FLOORS

1) When the numbers of general public hosted on the upper floor does not exceed 50 people, the services on the upper floor must be equivalent to the ground floor.

If this is not the case, and/or if the numbers of the public hosted on the upper floor exceeds 50 people, the upper floor will be accessible via a lift in compliance with the standard NF EN 81-70. This installation must be verified by an organisation approved by the Ministry of the Interior before its use.

2) Respect the provisions of article 7.1 of the aforementioned order, regarding staircases.

- Width of 1.20 m between hand rails.
- Two continuous hand rails, extended at the top and the bottom of the staircase, horizontally, returning on a partition or extended by the length of the tread of a step.
- A maximum step height of 16 cm and a minimum tread of 28 cm – step edges in contrasting colours
- 0.5 m width tactile foot strip at the top of the stairs.
- Respect the staircase design good practice: 60 cm < 2 H + T < 64 cm (H = step height, T = strep tread).
- Hand rails and safety rails must respect the standards NF P 01-12 and NF P 01-013

FITTING OF ROOMS OR AREAS RECEIVING SEATED MEMBERS OF THE PUBLIC (CONFERENCES, STANDS, GRANDSTAND, ETC.)

Areas reserved for wheelchair users will be provided.

These areas must be located outside of alleyways and corridors and close to exits. The number will be calculated enabling two places for the first 50 seats and one place per additional 50 seats.

WELCOME AND INFORMATION DESKS

Welcome and information desks must be accessible to people using a wheelchair.

- Height 80 cm, a gap of 30 cm depth on a height of 70 cm, enabling space for knees.

Safety & Fire Regulations

1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25th, 1980 (general provisions). The Order dated November 18th, 1987 sets forth the specific provisions applicable to exhibition halls.

The text below is excerpted from said regulations in order to facilitate understanding.

The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40 m²) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by calling:

Mr Philippe WATTEAU

Tel.: +33 (0)6 85 94 49 57 – (business days, from 9 a.m. to 12:30 p.m. and from 2 p.m. to 5:45 p.m.) -

Fax: +33 (0)1 70 10 40 11

Email: philippewatteau@numericable.fr

MATERIAL FIRE CLASSIFICATION (Order dated June 30th, 1983) : materials are classed under 5 categories: M0, M1, M2, M3, and M4. M0 indicates non-flammable materials.

2. STAND FITTING-OUT

2.1 – Stand framework and partirions – Large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials. (Order dated June 30th, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm,
- solid resinous wood whose thickness is greater than or equal to 18 mm,
- wood-derivative panels (plywood, lath, fibreboard, particleboard) whose thickness is greater than or equal to 18 mm.

N.B.: It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc.)

2.2 - Surfacing Materials

2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

(1) Or made so by fireproofing

2.2.2 - Curtains - Wall Hangings - Sheer Curtains

Curtains, wall hangings, and sheer curtains may be free-hanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

2.2.3 - Paints and Varnishes

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerol-phtalic)

2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 m² must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m² said surfacing may be constructed in M4 class materials.

N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."

2.3 - Decorative Elements

2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m², garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.

The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colours are exclusively reserved for indicating exits and emergency exits.

2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities

N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.

2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m². Should the covered surface area be greater than 50 m², the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

2.4.1- Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswires with a maximum mesh size of 1 m². In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.

2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials.

Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

2.5 – Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be equipped around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled persons ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

2.6 – Fireproofing

Proof of fire reaction classification for the materials used in the exhibition halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates.

Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification.

To obtain a list of such merchants, contact:

GROUPEMENT NON FEU, 37-39, rue de Neuilly
BP 249, 92113 Clichy (Tel.: +33 (0)1 47 56 30 81)

Fireproofing must achieve M2 quality for materials which, in their normal state, are moderately or easily flammable. This may be accomplished by spraying a special liquid, by applying a special paint or varnish with a brush, or by soaking an a special bath. Fireproofing must be performed either by decorators, who must be capable of providing information regarding material processing or by an approved applicator, who shall provide the exhibitor with an approved certificate including the following information: type, surface area, and colour of the treated surfacing, the product used, operation date, as well as the operator's stamp and signature. Contact information for approved applicators may be obtained from:

GROUPEMENT TECHNIQUE FRANCAIS DE L'IGNIFUGATION
10, rue du Débarcadère, 75017 PARIS
Tel.: +33 (0)1 40 55 13 13

(2) This is the case of Halls 3 and 4 at the Parc d'Expositons de Paris Nord Villepinte

N.B.: Fireproofing may only be applied to wooden panels or natural fabrics or those with a significant proportion of natural fibres. It is not possible for synthetic fabrics or plastics.

VERY IMPORTANT:

Original foreign reports may not be used. Only reports from approved French laboratories shall be accepted (Euroclass classification table at the end of the present rules)

2.7 – Exterior Stands and Marquees, Tents, and Structures

Any building or constructions located outside the Halls must have a case file indicating site location, dimensioned drawings of the construction with surface area, number of levels, etc.

This file must be submitted for approval to the Security Supervisor at least two months before the event.

In some cases, smoke evacuation, verification of assembly-solidity-stability, and a verification of electrical facilities by an approved body may be requested.

Marquee, tent, structure definition: A closed, itinerant establishment with a flexible cover, for various uses.

This type of establishment must have an attestation of conformity delivered by a Marquee, Tent, and Structure Verification Office. Contact the Security Supervisor (Cabinet Watteau) for information regarding the steps to take.

3 – ELECTRICITY

3.1 - Electrical Facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff.

3.2 - Electrical Equipment

3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm² is prohibited.

3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line.

For Class II (3) electric devices, those bearing the symbol are recommended.

3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (moulded multi-sockets)

3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,
- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- equipped with safety screens (glass or fine mesh) providing protection against the effects of exploding blubs.

3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign "Danger, High Voltage."

(3) as defined in standard NF C 20-030

4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

4.1 - Closed Stands

Some exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 23 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m²: one 0.9 m exit
- from 20 to 50 m²: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m²: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m²: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites sides if possible. Each of them must be indicated with an “Exit” sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

4.2 - Rooms Setup in the Halls

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m². Platforms and tiers with seats must have a resistance of 400 kilos per m².

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

5 – RAISED LEVELS

5.1 - General Remarks

In accordance with standard NF P 06-001, raised level facilities must be sufficiently solid to resist weights of:

- for levels of less than 50 m² surface area: 250 kilos per m²,
- for levels of 50 m² and over: 350 kilos per m².

Under no circumstances may raised levels be covered.

N.B.: The method for calculating weights or floor resistance certification must be submitted to the trade show Safety Supervisor during the assembly period.

In addition, a certificate from an approved organization must certify stand stability.

In addition, an approved organization must verify the stability of all raised levels.

Piercing resistance must not be greater than that permitted in the relevant site. Each stand may only have one raised level. Its surface area must be less than 300 m². Each stand must be equipped with fire suppression systems, i.e.: a water spray extinguisher, placed at the bottom of each stairway and a CO2 extinguisher located near the electrical switchboard. Should the raised level be greater than 50 m², the appropriate supplemental fire suppression means must be manned by at least one safety agent at all times when the public is present.

5.2 – Entrances and Exits

Raised levels must be served by evenly distributed stairs, whose number and width shall be based on the surface area of said levels, i.e.:

- up to 19 m²: one 0.9 m stairway,
- from 20 to 50 m²: 2 stairways: one 0.9 m, the other 0.6 m,
- from 51 to 100 m²: either two 0.9 stairways, or two stairways one 1.4 m and the other 0.6 m,
- from 101 to 200 m²: 2 stairways, one 1.4 m, the other 0.9 m,
- from 201 to 300 m²: two 1.4 m stairways.

Only stairways separated by at least 5 metres shall be taken into account.

Exits must be indicated with an “Exit” sign in clearly visible white letters on a green background.

5.3 – Straight Stairs

Straight stairs for public circulation must be constructed such that the steps comply with professional standards and flights have no more than 25 steps. In so far as possible, flights must be in opposite directions.

Step height must be between at least 13 cm and 17 cm at most; width must be at least 28 cm and 36 cm at most. Step height and width must be related as follows: 0.6 m < 2 H + G < 0.64 m.

Said heights and widths must be regular in the same flight, although this is not required for the first step. Landings must be of the same width as the stairs; for fights in the same direction, landing length must be greater than one metre. Stairways whose width is at least one passage unit wide must have a handrail (passage unit = 0.9 m) Those whose width is two passage units or greater must have a handrail on each side.

5.4 – Spiral Stairs

Normal or supplementary spiral stairs must have a continuous curve, without landings other than at floors. Step going and height in the stride line, 0.6 m from the core or central gap, must comply with professional standards as indicated in the preceding Article.

Moreover, step exterior going must be less than 0.42 m.

For stairs with a single passage unit, the handrail must be located on the outer edge.

5.5 - Stairs with Straight and Spiral Sections

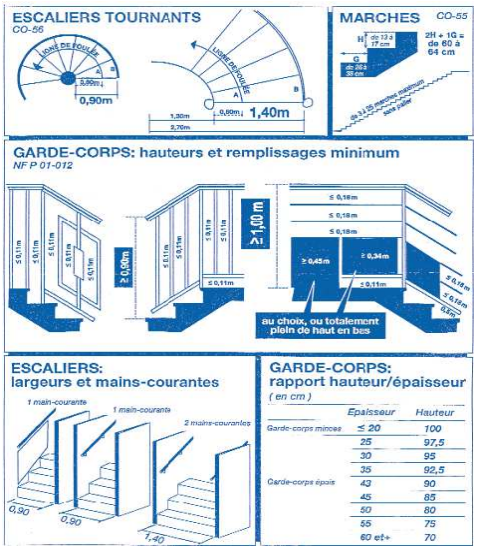
In so far as a stairway complies, in its various straight and spiral sections, with the professional standards defined in paragraphs 5.3 and 5.4 hereinabove, said stairway shall be deemed in compliance with regulations and may be used in establishments open to the public.

5.6 - Guardrails and Stairway Ramps

In accordance with standards NF P 01-012 and NF P 01-013, guardrails must resist thrust of 100 kilos per linear metre.

Glass panels used as protection must be reinforced or ply glass.

So called “securit” glass is prohibited.



6 - LIQUEFIED GASES

6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m² of stand with a maximum of six per stand. The following measures must be taken:

- There must be at least 5 metres of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.
- No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.

- Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and equipped with clamping collars,
- not exceed 2 metres in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighbouring device.

6.3 - Installing Cooking Equipment

In addition to the abovementioned rules, the following measures must be taken:

- The floor (or table) supporting the cooking equipment must be composed of non-combustible material or surfaced with M0 materials.
- Cooking equipment must be kept at an appropriate distance from any combustible material and be installed so as to prevent any fire danger.
- If such devices are located near a partition, M0 surfacing must be provided up to a height of one metre beside the device.
- Hood vents must be installed above devices producing emanations or condensation.
- Electricity metres must be at least one metre from water faucets.
- Each facility must:

- have safety instructions (steps to take in case of fire, numbers for emergency services...)
- be equipped with one or more extinguishers.

7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation

present a danger to the public and for which no measures have been taken to eliminate them.

7.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one metre from traffic circuits.

7.2 - Equipment Presented in Movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air.

7.3 - Equipment with Hydraulic Cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

No device of this type may be started if the authorization request was not submitted on time.

WARNING: in any case, combustion gases must be evacuated outside the halls.

8 - FLAMMABLE LIQUIDS

8.1 - General Remarks

The use of flammable liquids shall be limited to the following quantities per stand:

- 10 litres of category 2 flammable liquids for every 10 m² of stand, with a maximum of 80 litres,
- 5 litres of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
- place a receptacle under the tanks or containers capable of holding all the liquid,
- refill the device outside the presence of the public,
- place the appropriate extinguishers nearby.

8.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the halls if they have a direct relationship to the exhibition. Installing "stand" semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or equipped with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

8.3 - Presenting Flammable Products

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

8.4 – Prohibited Materials, Products, Gases

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

8.4.1 – The following shall be prohibited in the exhibition halls (pursuant to Article T45 of the safety regulations)

- distributing samples or products containing flammable gas;
- balloons inflated with flammable or toxic gas;
- celluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

8.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is

prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board). Contact the Safety Supervisor (Cabinet Watteau – Tel. : +33 (0)6 85 94 49 57 – Fax: +33 (0)3.44.55.54.03 or e-mail: cab.wateau@orange.fr) at least one month before the start of the event for the required regulatory administrative procedure.

WARNING: storage of empty of full bottles shall not be tolerated within the Halls.

8.5 – Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of

the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of gas used, and be accompanied by the device's descriptive leaflet and a drawing of the device's installation on the stand. No device of this type may be started if the authorization request was not submitted on time.

9 - RADIOACTIVE SUBSTANCES - X-RAYS

9.1 - Radioactive Substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.

Waivers may be granted for the use of substances with higher activity subject to the following measures:

- radioactive substances must be effectively protected,
- their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
- their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
- they must be under constant surveillance by one or more exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
- the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (Prefecture, Security Board) at least one month before the beginning of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.

9.2 - X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- removing superfluous objects from around the x-ray generator and the sample to be examined,
- materializing and signposting the area not accessible to the public,
- the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour) at a distance of 0.10 m x-ray generator core.

Approval for the use of x-ray machines must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event. Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand, and a document drawn up and signed by the installer certifying compliance with the present provisions.

No device of this type may be started if the authorization request was not submitted on time.

(4) Radioactive element classification, based on relative radio-toxicity, shall be that defined in Decree no. 66-450 dated June 20th, 1966 regarding the general principles of protection against ionizing radiation.

Autorité de Sureté Nucléaire (ASN)
6, place du Colonel Bourgoin
75572 Paris Cedex 12
Tel: +33 (0) 1 43 19 70 75
Fax: + 33 (0) 1 43 19 71 40

10 – LASERS

The use of lasers in the exhibition halls shall be permitted subject to compliance with the following provisions:

- in no case shall the public be subjected to the direct or reflected laser beam,
- the device and its ancillary equipment must be solidly attached to stable elements,
- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

11 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

12 - OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands equipped with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited.

Safety & Fire Regulations (cont.)

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES

- **M0** or **A** European Standards = Non combustible
- **M1** or **B** European Standards = Non flammable
- **M2** or **C** European Standards = Flammable with difficulty
- **M3** or **D** European Standards = Moderately flammable
- **M4** or **E** European Standards = Easily flammable

AUTHORIZED	MATERIALS	DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None (**M3** assimilated materials)
Wood < 18 mm and > 5 mm Wood > 18 mm, laminate	**M3** original or **D** European Standards	Report **M3** (or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	**M1** or fireproofed on both sides with paint, varnish, salts by an approved applicator **B** European standards	Reports **M1** or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: **M4** or **E** European Standards Synthetics: **M3** or **D** European standards	Reports
Fabrics and surfacing wall textiles	**M1** or fireproofed or **B** European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	**M1** or **B** European Standards	Reports **M1**
Paint	Permitted on **M0**, **M1** supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	**M1** or fireproofed or **B** European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	**M1** originally (fireproofing prohibited) or **B** European standards	Reports **M1**
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: **M3** or **D** Light structures: **M3** or **D** Padding: **M4** or **E** Envelope: **M1** or **B**	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognizedby any report corresponding to European Standards applicable within UnionMember States.

Exhibitor safety instructions

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another.

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show organizer by the coordinator DÖT Company in accordance with the provisions defined by the texts in force and in particular the following law:

Law of 31.12.1993 nr 93-1418 and the decree of 26.12.1994 nr 94-1159
Modified and complemented by the decree nr 2003-68 of 24.01.2003

You are therefore asked to study it and apply the regulatory measures defined in this document. This General Coordination Plan cannot replace the provisions of the Code of Work.

It does not in any way reduce the responsibilities and duties of the companies working on the site.

For CARTES Secure Connexions Event 2014, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated coordinator assisted by a team of experts who make up the safety group of CARTES Secure Connexions Event 2014.

This document is a **General Health and Safety Protection Plan** Intended for the exhibitor, his suppliers and sub-contractors **founded on general prevention principles, namely:**

- To avoid risks
- To evaluate risks which cannot be avoided
- To combat risks at source
- To take account of technical developments
- To replace what is dangerous by what is not or by what is less dangerous.
- To plan prevention measures by coherent integration of techniques, work organization and working conditions.
- To take collective protection measures giving them priority over individual protection measures

The exhibitor has a duty and legal obligation to:

1°) Validate the Safety Instructions Notice on the website of the show.

2°) Pass on the information about these instructions to all service providers appointed by himself who work during the assembly and dismantling periods on his stand.

IF YOUR STAND IS:

- Installed by several independent companies. ☐ Quantity ☐
- Installed by a decorator/stand designer **using at least two sub-contractors** ☐
- **Includes a mezzanine floor** ☐

You must:

- Return a view of your stand to the D.Ö.T Company before September 26th 2014
- **Appoint an health and safety coordinator** and communicate his contact details together with his GHSPCP General Health and Safety Protection Coordination Plan to the D.Ö.T Company. Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159.

Your decorator/stand builder or yourself are not allowed to carry out this mission. Only a Health and Safety Coordinator having an official certificate of competence is allowed to carry out this mission

OBLIGATORY

During the assembly and dismantling periods, access to the exhibition halls will be authorised only to people wearing an Assembly/Dismantling badge

Obligation of protection reminder Cf : Chapter VIII-2 of this document

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory
To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system. Art. R 4412-70 of code of work

Event assembly and dismantling dates

BARE STAND EXHIBITOR	BUILDING	DISTMANTLING
Halls 3 & 4	From 13 November 2015 at 2pm To 16 November 2015 at 10pm	From 19 November 2015 from 5.30pm To 20 November 2015 at 3pm
BASIC, INTEGRAL, INTEGRAL XL, INTEGRAL DIGITAL & PREMIUM STANDS EXHIBITOR		
Halls 3 & 4	The 15th November 2015 from 8am to 10pm	From 19 November 2015 at 5.30pm

On the last assembly day, no motorised vehicle will be allowed into the halls (Unless special dispensation has been granted by the organizer).

In the dismantling period, on 19 November 2015, motorised vehicles may only work after 6.00pm in the halls.

Exhibitor safety instructions (cont.)

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I. GENERAL INFORMATION ABOUT THE OPERATION

I.I. DEFINITION

The Exhibitors' Safety Instruction is a document written and devised by the coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of CARTES Secure Connexions 2015

It must be communicated to all exhibitors who must transmit it to their stand designer /suppliers when they have them). It enables them to inform Suppliers and Sub-contractors about the special measures to apply to ensure safety at work.

I.2. COMPOSITION

This document including a certificate validated on the website show.

The safety regulations of the Venue and the Fire Safety instructions are available from the organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The exhibitor is responsible for his own suppliers and sub-contractors.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil and / or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the organizer.

In addition, it is supposed that companies have:

a). Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work,

b). Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.

c). Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

II. ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II. 1.1. General Organization

The COMEXPOSIUM Company acts as the general exhibition organizer of CARTES Secure Connexions Event 2015.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
COMEXPOSIUM 70 avenue du Général de Gaulle 92058 PARIS LA DEFENSE Cedex Tel: +33 (0)1 76 77 14 75 Fax : +33 (0)1 53 30 95 14	**Mrs Claire DE LONGEAUX** Email : claire.delongeaux@comexposium.com
TECHNICAL & LOGISTIC MANAGER	**CONTACT RECEIVING EXHIBITORS' DEMANDS**
Mr David ROCHE Tel: +33 (0)1 76 77 15 15 Fax : +33 (0)1 53 30 95 29 Email : david.roche@comexposium.com	Tel: +33 (0)1 76 77 13 00 **Mrs Lorna GRANT** Email : lorna.grant@comexposium.com **Mr Ali Mortaza ALI** Email : alimortaza.ali@comexposium.com **Ms Maria VERIGINA** Email : maria.verigina@comexposium.com
INSURANCE AGENCY – Civil resp / Dam.to property	**TOWN HALL**
SIACI SAINT-HONORÉ 18, rue de Courcelles 75384 PARIS Cedex 08 Tel: +33 (0)1 44 20 96 69 Fax: +33 (0)1 44 20 95 00 Email : michel.garrido@s2hgroup.com	**MAIRIE DE VILLEPINTE** Place de l'Hôtel de Ville 93240 VILLEPINTE Tel: +33 (0)1 41 52 53 00

II.1.2. HSP Coordination / Fire Safety

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 81 rue de PARIS - 92100 BOULOGNE Tel: + 33 (0)1 46 05 17 85 Fax: +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	**Philippe WATTEAU** 41 rue Lazare Carnot 77340 PONTAULT COMBAULT Tel:+33 (0)6 85 94 49 57 Fax:+33 (0)1 70 10 40 11 Email: philippewatteau@numericable.com

The fire safety representative will be present on site from 15 to 18/11/2015.
The date of the safety committee tour of inspection hasn't been defined.

FIRE PROOFING	EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE
Groupement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel: + 33 (0)1 47 56 31 48 **Groupement Technique Français de l'Ignifugation** 10 rue du Débarcadère 75017 PARIS Tel: + 33 (0)1 40 55 13 13	**SOCOTEC Centre d'affaires PARIS-NORD** Le Continentale - BP 306 93153 LE BLANC MESNIL Cedex Tel: +33 (0)1 48 65 42 37 Fax: +33 (0)1 45 91 19 63

II.2. DEFINITION OF WORK AREAS

VENUE	HALLS
VIPARIS PARIS NORD VILLEPINTE BP 68004 95970 ROISSY CHARLES DE GAULLE Cedex Accueil: Tel: +33 (0)1 40 68 22 22 Service Exposants: Tel: +33 (0)1 40 68 16 16	**3 & 4**

II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
1 avenue Youri Gagarine 93000 BOBIGNY Tel: +33 (0)1 41 60 53 00	**Service des risques professionnels, Antenne 93** 29 rue Delizy 93698 PANTIN Cedex Tel: +33 (0)1 49 15 98 20
O.P.P.B.T.P.	**GLOSSARY**
1 rue Heyrault 92660 BOULOGNE Cedex Tel: +33 (0)1 40 31 64 00	**CRAMIF :** Caisse Régionale d'Assurance Maladie d'Ile de France **OPPBTP :** Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

II.4. EMERGENCY SERVICES ON THE SHOW SITE

Time and location displayed on the halls plans

EMERGENCY POST	GENERAL SURVEILLANCE POST
Displayed on site	Tel: + 33 (0)1 48 63 30 49
	FIRE SAFETY
	Tel: + 33 (0)1 48 63 30 49

OFF SITE:

FIRE SERVICE	POLICE STATION
1 chemin des Vaches 93290 TREMBLAY EN FRANCE Tel: 18 ou 112 (portables) ou + 33 (0)1 48 60 69 48	1/3 rue Jean Fourgeaud 93420 VILLEPINTE Tel: 17 ou + 33 (0)1 49 63 46 10
SAMU	**NEAREST HOSPITAL**
125 rue de Stalingrad 93000 BOBIGNY Tel: 15 ou + 33 (0)1 48 96 44 44	**Hôpital Intercommunal Robert Ballanger** Boulevard Robert Ballanger 93602 AULNAY SOUS BOIS Tel: + 33 (0)1 49 39 71 23 / 22

III. GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Your exhibitor's area on services.cartes.com

III.2. SCHEDULE OF USE OF HALLS

Public opening

HALLS	DATES / TIME
3 & 4	The 17 and 19 November 2015 from 9.30am to 6.00pm The 19 November 2015 from 9.30am to 5pm

III.3. VARIOUS SERVICE PROVISIONS

Cf. Your exhibitor's area on services.cartes.com

III.4. SITE CONSTRAINTS

III.4.1. Traffic movements inside the park

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc…) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements and access to delivery vehicles displaying authorisation will be set up around the halls and in the park. (See Exhibitor Guide).

Private vehicles must be parked in the car parks. They must not approach the surroundings of the halls. Any vehicle even parked, must be able to be identified

III.4.2. Traffic movements inside the halls

No delivery or private vehicles will be allowed in the halls, during the assembly and dismantling periods, without access authorisation from the organizer.

Means of transporting people (motorised or not) such as: scooter, bicycle, roller blades, electric vehicles, etc… are prohibited in the halls.
Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

There must be no storage or parking on the traffic movement areas defined on the plan of the halls.

RESPECT: INSIDE

- The paths marked out for fire services and traffic movement areas
- The storage areas
- The environment by using non-polluting machines

RESPECT: OUTSIDE

- Access routes for fire services
- Parking areas
- Unloading areas
- Access gates

IV. HANDLING CONDITIONS

IV.1. GENERAL REMARKS

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc.)

Lifting and handling equipment must satisfy the requirements of current regulations.

They must be kept in good working order and have satisfied regular inspections in conformity with the Article R4535-7 of Code of work.

Machines must hold the following documents.

- Valid insurance certificate
- Valid certificate of conformity (checking report of lifting devices).

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

It is strictly forbidden to climb on machine not provided to transport passenger

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum. (Article R 4541-3 of Code of Work).

However, when it cannot be avoided, the employer must take appropriate measures or put at disposal to the workers, suited measures, to limit physical effort and to reduce incur risks during the handling.

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

The use of straps to fix the free loads on the forks of the lifting trucks is obligatory.

The maximum load indications of each strap must be respected.

IV.2. USE OF MACHINES WITH AN ENGINE

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.

The speed limit must be respected for any movement outside the halls. It must be reduced and appropriate inside the halls

IV.3. LIFTING REGULATIONS

For any use of a crane, a special request must be made to the organizer.

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

The certificate of conformity of this equipment must be available for inspection.

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company which provides the equipment. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, **the users must take care not to work over any other workers and to take all necessary safety provisions**.

REMINDER

It is forbidden:

- To drive a truck without a driving licence.
- To allow your truck to be driven by an unauthorised person.
- To lift a load greater than the machine's capacity.
- To increase the value of the truck's counterweight
- To lift a poorly balanced load.
- To lift a load with only one arm of the fork.
- To move around with a high load.
- To brake sharply.
- To take corners at high speed.
- Not to observe traffic signs.
- To use traffic lanes other than those established.
- To carry people on trucks not specially designed for the purpose.
- To leave the engine running in the absence of the driver.
- To lift people with trucks not specially designed for the purpose.
- To abandon a truck in the movement aisles or on a slope.
- To leave the ignition key in the vehicle when the driver is absent.
- To park or go under a fork in the high position, even unloaded.
- To smoke near a charging battery or while thermal trucks are being filled.
- To place metal parts on accumulator batteries

IV.4. STORAGE

It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.

For this purpose, traffic movement plans will be posted at the accesses to the halls. The schedules and restrictions of use will be specified on these plans.

All workers are asked to respect these plans scrupulously

At the end of assembly, racks, pallets, etc. must not be stored inside the Show and in the areas behind the claddings (unless authorised to do so by the organizer).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the organizer's technical managers.

The exhibiting companies (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

V CLEANING

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.

They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

You are reminded that no worker must climb into a skip or truck.

VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, the Safety Coordinator demand to the Organizer to ask the Venue to open additional communal toilet facilities in the exhibition halls from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities

The toilet facilities that are open will be indicated on the plans posted up at the halls entrances.

VI.2. CLOAKROOMS

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the organizer.

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work.

VI.4. ACCOMMODATION

The Company is responsible for providing off-site accommodation for its staff.

VII. ACCESS CONTROL

VII.1. PROTECTION OF WORKERS

VII.1.1. Medical fitness

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work. These certificates must be available on the site.

VII.1.2. Safety training

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions. (Presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Safety and Health Protection Plan).

VII.2. REGISTERS

VII.2.1. Legal Registers

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

VII.2.2. Joint site visits

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P according to the state of the site at the time of the visit and the way the visit is carried out (number of visitors, times of the visits, premises visited, etc.).

VII.3. ACCESS

Access to the show site is only possible for persons and vehicles carrying authorisation or a badge given by the organizer.

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the halls entrances. These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets…) are strictly forbidden.

VIII. PROTECTION

VIII.1. COLLECTIVE PROTECTION

Definition: Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails…); designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

This collective protection must be rigid, safely attached and must be installed with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. Its installation must be done with appropriate methodology and means. It must only be removed after all work has finished during dismantling. The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up. The stair cavities must be protected.

Each company in their respective Individual Health and Safety Protection Plan must describe collective protections.

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

If definitive collective protections cannot be fitted, provisional collective protections must be installed, including for the stair cavities and materials delivery access.

Article R 4323-65 – The collective protection devices must be designed and installed in order to avoid a gap at work station access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

Any ensuing work stoppage will also be charged to the defaulting company.

VIII.2. INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate “stop falling” system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

The company must precise in a specification sheet, the anchorage points and the fasten system provided for the implementation of these equipment as well as their using methods.

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IP):

- Work clothes
- Gloves adapted to the work
- Safety hard hats compliant with standards
- Safety shoes (reinforced toes + anti-perforation soles)
- Safety harness that conforms to standards when the collective protection provisions cannot be implemented. (Art R 4223-61 of the Work Code).
- Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.
For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks which result from this. They must be designed for safe, clean dismantling.

It is strictly forbidden to « blow out » panels and partitions during dismantling.

IX.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to R 4323-90).

Ladders, stepladders and footstep platforms must not be used as work positions.
(Article R4323-63 of the work code)

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (article R 4323-63 of the work code)

The companies may work at heights with scaffoldings or mobile platforms.

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, the guardrails and the stability props must be in place.

Article R 4323-77 – scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the article R 4323-59.

For mobile scaffolding, the wheels must be locked in position when the scaffolding is in use.
No worker must remain on mobile scaffolding while it is being moved.

For the assembly of scaffolding, steps, etc., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P. by their personnel is effective.
When scaffoldings used on worksites are brought or brought back into service, they must be examined as to their good condition and their conformity:

- Following any defect that has caused an accident or not;
- After any abnormal stress or incident that may have caused a disturbance;
- After dismantling, modification or replacement of one or more elements.

The dates and results of the examinations, as well as the names and positions of the persons carrying them out must be entered on the «safety register »

Legal restrictions concerning work at heights must be respected.

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P

Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

Within the framework of the timetable of assembly and dismantling work, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies.

This chronological order will be in the same way adapted to dismantling.

IX.4. SITE CONNECTIONS / LIGHTING

IX.4.1. Regulations

Electrical installations on the worksite must be carried out according to regulations in force.

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies, which use the installations, are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.

An approved body must inspect the worksite electrical installation before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line:

Unauthorised connections on the existing power points in the halls will not be tolerated.

All the worksite cables and extension leads must be in good condition and compliant with current standards.

Worksite electricity cabinets are available from the Park.

IX.4.2. Lighting

The general lighting in the work areas must be compliant with lighting regulations determined by decree nr 83.721 of 2 August 1983 and repeated in the work code in articles R 4223-1 to 12

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.

The assembly and dismantling of decors may obscure the light in the halls (roofing, canopy, stretched ceiling, mezzanine floor…), so provisional lighting must be provided.

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX.5.1. Hazardous materials

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, and put in place the protection measures specified on the sheet.

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.

IX.5.2. Noise disturbance

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc.) so as not to exceed the regulatory limits as regards acoustic levels.

IX.6. RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (Saws, sanders, blowtorches, welding torches, etc.), efficient protection means must be provided (Central vacuum, masks, glasses…).

Only water disc cutters will be allowed for cutting tiles, stones…

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.
Art. R 4412-70 of code of work

These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. They must in no circumstances be placed in the movement aisles, and the electricity supply must be disconnected when they are not in use.

IX.6.1. Fire permit

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc.)

For any grinding or welding operation, a fire permit must be applied for from the organizer.

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

It is forbidden to keep or store gas bottles, full or empty, in the halls.

X. FIRE SAFETY

The fire safety regulations are deposited with the organizer and available in the Exhibitor Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc.).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc.

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

XI. ORGANIZATION OF EMERGENCIES

XI.1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans. The first-aid worker present within each company on the site will provide first aid in the event of an accident. They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P.

XI.2. COLLECTIVE ORGANIZATION OF THE SHOW

REMINDER OF THE EMERGNCY PHONE NUMBERS
EMERGENCY POST: Displayed on site
GENERAL SURVEILLANCE POST: +33 (0)1 48 63 30 49
FIRE SAFETY: +33 (0)1 48 63 30 49

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

All the exhibitor's stand providers must draw this document
At least 30 days before any assembly for main contracts
At least 8 days for work of short time and/or finishing work.
All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site.

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

XII.1. THE EXHIBITOR

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Safety Coordinator to their service providers or to the safety coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

XII.2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

XII.3. AVAILABILITY OF THE I.H.S.P.P.

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.

CARTES
SECURE CONNEXIONS

Forms - Order forms

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The place to be

Refund of French TVA (VAT)

According to the European Tax Legislation, organisers of international exhibitions may invoice certain services with French Value Added Tax (TVA).

Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of TVA paid.

> **Important**
> Companies not belonging to the European Union have the obligation to appoint a French tax representative in order to apply for a tax refund.

To receive further information about the refund claim and the refund procedure, exhibitors can contact directly our French Tax Representative, TEVEA INTERNATIONAL (see reply coupon below).

TEVEA International is specialized in handling TVA refund claims and will take care of the entire procedure until payment of your refunded amount. The procedure will be simple and easy for your company.

---------- **Fax Reply Form** ----------

Please return to: **TEVEA INTERNATIONAL**
Claudia Prams
29 – 31 rue St Augustin – 75002 PARIS – FRANCE
Tel: +33 (0)1 42 24 96 96 – Fax: +33 (0)1 42 24 89 23 – email: mail@tevea.com
www.tevea-international.com
N° Siret: 331 270 280 00059

We participate at the following exhibition:

CARTES SECURE CONNEXIONS – From 17/11 to 19/11/2015 – Parc des Expositions de Paris Nord Villepinte

Please send us all information and documents concerning the TVA refund claim in following language:

❒ FRENCH ❒ ENGLISH ❒ DEUTSCH ❒ ITALIANO ❒ SPANISH

Company: .....

Address: .....

.....

Postal-code: ..... Town: ..... Country: .....

Tel: ..... Fax.: ..... Email: .....

Contact name:..... Date and signature: .....

Form MANDATORY AFFIDAVIT WHEN USING A SERVICE PROVIDER IN FRANCE RESIDING OR ESTABLISHED ABROAD

Please return before September 13th , 2015 to:

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

CARTES SECURE CONNEXIONS 2015

Exhibitor no.

Company name: ……..

Case manager: ……..……..

Address: ……..

Postcode: …….…… Town/City: ……

Country: ……..

Tel: : …… Fax: ……..

Mobile: ……

E-mail: ……..

Location reference

Stand no.: …….. Pavilion: ……..

IMPORTANT: SWORN AFFIDAVIT

I the undersigned ……

Acting as: ……

For: ……

Located at:……

Solemnly declare that I: ……..

• understand the mandatory formalities required for a service performed in France by a company established or domiciled abroad,
• shall comply and ensure compliance by my service provider with all the aforementioned formalities.

Mandatory Corporate Seal

Drawn up and signed in……,
on ……

Authorized person's last name, first name, and signature, preceded by the wording "lu et approuvé" [read and approved]·

FORM: SECONDMENT STATEMENT

Use of Foreign Labour by a Service Provider

Please return[1] before September 13th, 2015 to:

in French, by fax or electronic transmission

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

CARTES SECURE CONNEXIONS 2015

EXHIBITOR

Company name: …… Address: ……

Contact : ……

Tel.: : ……Fax: ……..... Postcode: …… Town/City: ……..…

E-mail: ……..…… Country: ……..……..

➲ **IMPORTANT: the Secondment Statement must be submitted regardless of the seconded foreign employee's nationality**

1 - Service Provider (employer)

Name or Company Name			
Full foreign address			
Telephone		**Fax or e-mail**	
Legal Form			
Employer inscription or registration in the country of establishment		**Register**	
		References	
Corporate director's(s') identity			

2 - Service Provider's representative in France (identity of the representative for the duration of the service)

Last Name			
Address			
Telephone		**Fax or e-mail**	

3 – Service Provider's Principal

Name or Company Name	
Address	

4 – Service in France

Core activity performed			
Address(es) (work site, firm)			
Start Date		**Expected Date**	
Use of dangerous equipment or processes		NO	YES, please specify
Workday start time [2]			
Workday end time [2]			
Number of rest days per week [2]			

FORM: SECONDMENT STATEMENT

Use of Foreign Labour by a Service Provider (cont.)

5 - Seconded Employees(3) (list may be continued on a separate sheet if necessary)

No.	Last Name	First Name	Date of Birth	Nationality
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

No.	Employment Contract Date in Country of Origin [4]	Professional Qualification	Job held in France	Gross monthly salary in France (€)[5]
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Collective Accommodations / Address	

Mandatory Corporate Seal:

Date:

Filer Signature:

[1] An employer who has not filed a statement with the Labour Inspectorate may be subject to a fine provided for third class misdemeanours.

[2] In France, at least one day of rest per week must be granted (a week being understood as from Monday at midnight until Sunday at 11:59 p.m.). The maximum working week is 48 hours per week and 10 hours per day. There is a break between the start and end of work each day and a break is mandatory after 6 hours of effective continuous work.

[3] The employer must specify the identity of all employees to be seconded in France, whether they are European Union nationals or from a non-EU country

[4] Seconded workers in France must be employed before secondment.

[5] Please remember that the minimum hourly rate is €9.61 gross per hour as of 1 January 2015

WORK PERMIT FORM

For a secondment lasting less than three months for foreign employees

Form to be completed and returned before September 13th, 2015 to:

with the items and tables attached in French, by registered letter

DIRECCTE – 14ème section

1, Avenue Youri Gagarine 93016 BOBIGNY CEDEX - FRANCE

Tél. : +33 (0)1 41 60 53 24 Fax : +33 (0)1 41 60 22 97

Courriel : dd-93braches.entreprises@travail.gouv.fr

CARTES SECURE CONNEXIONS 2015
Exhibitor

Company name: ……..

Contact: ……

Address 1: ……

Address 2: ……

Postcode: …… Town/City: ……

Country: ……

Tel.: : …….. Fax: ……..

Tel.: Professional (mobile preferably): ……

E-mail: ……..

This procedure is not applicable to employees who are European Union or European Economic Area (EEA) nationals, or to foreign – non-EU citizen – employees who are legally employed by a firm established in the EU, as the latter are not subject to a work permit.

The exempt countries are as follows:
Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxemburg, Malta, The Netherlands, Portugal, United Kingdom, Sweden, Estonia, Hungary, Latvia, Lithuania, Poland , Slovakia, Slovenia, Romania, Czech Republic, Iceland, Liechtenstein, Norway , Switzerland, Andorra , Monaco, and San Marino.

EMPLOYER'S HANDWRITTEN REQUEST
Or, where appropriate, by a person established in France duly authorized to perform administrative procedures in his name and on his behalf presenting the reasons for the secondment and the type of jobs performed in France by the seconded employee(s).

Mandatory Corporate Seal

ITEMS TO ATTACH, DRAFTED IN FRENCH

1. One copy of CERFA [French Administrative Form Registration and Revision Centre] form no.13647*01 "Request for a Work Permit for a Seconded Employee (excluding intra-group mobility)" duly completed (it may be downloaded from www.immigration.gouv.fr); do not attach appendices 1, 2, or 3 listed by the document.
2. A letter signed by the seconded employee, stating that he agrees to leave France when his job is complete.
3. A copy of the seconded employee's passport (identification and validity pages).
4. A secondment certificate in the employee's name or a sworn affidavit regarding an application for registration with the French Social Security (in the second case, Social Security registration shall be established through the Bas Rhin URSSAF [Social Security Contribution Collection Office] located at 16 rue Contades, 67307 Schiltigheim Cedex
   Tel.: : +Fax: +33 (0)369323008
   33 (0)1 70 96 13 00 e-mail: cnfe.strasbourg@urssaf.fr
   Website: www.strasbourg.urssaf.fr
5. If a third party is authorized by the employer established abroad to submit the work permit request to the administration, the original of the employer's letter authorizing this person; the authorized person must be capable of providing the requested information and documents.

Date: .....

Filer Signature: .....

WORK PERMIT FORM

For a secondment lasting less than three months for foreign employees (cont.)

no.	Last Name	First name	Gender	Date of Birth	Nationality
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

no.	Expiration Date	Service Start Date	Service End Date	Remuneration (1)	Social Security Secondment(2)	
1					YES	NO
2					YES	NO
3					YES	NO
4					YES	NO
5					YES	NO
6					YES	NO
7					YES	NO
8					YES	NO
9					YES	NO
10					YES	NO

(1) Gross monthly wage or hourly wage if the secondment is less than one month (in euros). Please note the minimum hourly rate is **€9.61 as of January 1st, 2015.**

(2) Circle the appropriate wording.

COMEXPOSIUM

70 avenue du Général de Gaulle

F-92058 Paris La Défense Cedex

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